



SERVICES INTRODUCTION



Services Introduction

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INTRODUCTION

Jersey Staffing Solutions is a WBENC certified Woman's Business Enterprise, specializing in corporate support roles as well as mid-level to senior level management. We are located at 400 Valley Rd., Suite 106 Mt. Arlington, NJ 07856.

Jersey Staffing is a trusted resource for our clients and business partners. We are known for our staffing services, HR guidance, customer service, quality placements and getting to know our customer's business needs first hand. Our customer's always come first.

We recognize that our Customer's needs are changing every day, so we work with both Customers and candidates to customize a recruiting approach that leads to a successful match for everyone; whether it is an immediate-need solution, flexible staffing, long term projects or permanent new additions to your team, we will provide personal and professional solutions to exceed that expectation. The employees of Jersey Staffing always strive to meet company and individual needs, with passion, dedication and integrity.

Due to the increased demand from our customers, Jersey Staffing has expanded its service offerings to include HR Consulting. Our HR Consultants are responsible for assisting our customers with strategically integrating effective HR processes, programs and practices into your daily operations. Our role is to review all material related to your human resources practices and provide guidance regarding annual HR management objectives.

We realize how important flexibility is to you. We also understand the importance of a total offering, and we are committed to being your definitive source for your staffing and additional HR support needs. Jersey Staffing can offer your business a flexible approach as well as an expanded and integrated portfolio of staffing services, making Jersey Staffing a premier staffing firm for your company's needs.

We look forward to further discussing how we can partner together.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristi Telschow". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kristi Telschow
President & CEO

SERVICES OVERVIEW

“Beyond the Resume”. At Jersey Staffing our #1 goal is to provide tremendous value to our Customers by understanding their corporate management practices as well as their personality and organizational culture. Finding your next hire is no longer just what’s “in the resume”, but looking at the best possible fit within the team and company culture, in addition to skill set and personality. Most of all we ensure that the match made for both the short term and long term goals of your organization are a perfect fit. We pride ourselves on being successful in placing candidates that can not only succeed at the job, but also help add to a pleasant and productive work environment.

Jersey Staffing consistently qualifies and matches candidates for our Customers. We lead our Customers through the confusion of recruiting, testing, screening, training, interviewing, and compensation negotiation. We get the results you need.

Core Competencies	Staffing Specialties	Value Added Services
Temporary Staffing	Administrative and Clerical	Screening Services
Temporary-to-permanent staffing	Accounting	Skills testing
Direct-Hire placement (Contingency based)	Human Resources	Reference Checking
	Information Technology	Job Posting
	Inside Sales and Marketing	Resume Sourcing
	Logistics	
	Mid and Senior level Management	

Employee Incentives		
Free Skills testing and tutorials	Resume writing and interview coaching	Direct deposit
Self-Service portal for pay checks, W4 and W2 information	Local employer support	Workers Compensation coverage
Short Term Disability benefits	Holiday pay (if requirements set in company handbook are met)	

***Jersey Staffing is an equal opportunity employer, adhering to all local, state and federal regulations*

Why Work with Jersey Staffing

- We provide a dedicated account representative that gets to know you, your business and your staffing needs;
- We're not just going to send you résumés. We take the time to pre-evaluate all candidates;
- Jersey Staffing maintains an extensive database of contacts and has established relationships with the top job search sites;
- We offer a variety of value-added candidate testing, ranging from personality assessments to language and computer skills validation, at no additional cost;
- We offer a wide range of screening services at a minimum cost to our Customers;
- We put ourselves in your shoes. We conduct our searches and interviews as if we were hiring our own staff;
- We strive to reduce overall costs to customers, while still providing the best possible candidates; and
- Our ultimate goal is to become a trusted staffing partner.

INTERNAL STAFF TRAINING AND CERTIFICATIONS

Jersey Staffing provides additional value by ensuring all of our employees are well trained and knowledgeable in employment and labor law. We are committed to educating our clients of their employment obligations and responsibilities that may potentially help them avoid legal missteps. Members of our team are certified with one or all of the below:

Certified Staffing Professional®

A credential that covers essential labor and employment law from a staffing perspective; covers federal law and state law for a selected state. No other industry certification program delves as deeply into the topics that matter most to staffing professionals and their clients.

Technical Services Certified®

For staffing professionals who work in technical, information technology, and scientific staffing. The TSC program features all of the rigorous content in the CSP program, plus additional subject areas—per diem rules, worker classification, and H1-B visas. Anyone who earns the TSC credential automatically earns the CSP credential, too.

Certified Search Consultant®

For search and placement professionals, the CSC program focuses on federal employment law specific to recruiters. Also includes state licensing and registration laws that affect direct hire firms.

COMMUNITY SERVICE

Jersey Staffing actively volunteers its time with the below charitable organizations.

- **Junior Achievement of New Jersey (JANJ)**, a member of JA Worldwide®, is a non-profit organization that connects volunteers with students in grades K-12. Through a dedicated volunteer network, JA provides in-school and after-school programs for students throughout the Garden State. JA offers work readiness programs that focus on seven key content areas: business, citizenship, economics, entrepreneurship, ethics/character, financial literacy, and career development. Today JA Worldwide® reaches more than 9.7 million students worldwide in over 120 countries.
- The principal **Toys for Tots** activity which takes place each year is the collection and distribution of toys in the communities in which a Marine Corps Reserve Unit is located. In communities without a Reserve Unit, the campaign can be conducted by a Marine Corps League Detachment or group of men and women, generally veteran Marines, authorized by Marine Toys for Tots Foundation to conduct a local Toys for Tots campaign. Local Toys for Tots Campaign Coordinators conduct an array of activities throughout the year, which include golf tournaments, foot races, bicycle races and other voluntary events designed to increase interest in Toys for Tots, and concurrently generate toys and monetary donations.
- **Dress for Success**

The vision of Dress for Success is a world where women do not live in poverty. We strive for a world where all women are financially independent, are treated with dignity and respect and are directly impacting their lives and those of their families. We aspire to a world that fully harnesses the power of women and recognizes their role in economic sustainability.

We provide each client with professional attire to secure employment, but we are about much more than simply a new outfit. Besides physically equipping the client with apparel and accessories, our programs furnish her with a confidence that she carries forever and the knowledge that she can actively define her life, the direction she takes and what success means to her.

Jersey Staffing is involved with Mock Interviews and Resume Coaching.

AWARDS & ACHIEVEMENTS

In the January 5, 2015 publication of lists, **NJBIZ** ranked Jersey Staffing in the **Top 25 Staffing firms in NJ – Number 18**.

Jersey Staffing Recognized by Women's Business Enterprise National Council (WBENC), as a certified woman owned business.

- **WBENC** - The Women's Business Enterprise National Council is the nation's largest third party certifier of businesses owned and operated by women in the United States. WBENC is a resource for the more than 700 US companies and government agencies that rely on WBENC's certification as an integral part of their supplier diversity programs.

Jersey Staffing's CEO and Owner, Kristi Telschow, has been featured in the below publications:

- **NJ Monthly Magazine** - Honored as a Finalist as a Leading Women Entrepreneur & Business Owner in the October 2012 issue.
- **Forbes Magazine** - Featured in the March 25, 2013 issue as a Leading Women Entrepreneur in NJ.
- **NJBIZ** – Featured in the November 11, 2013 issue as a Forty Under 40 award winner.
- **2014 Maroon and Gold Excellence Award** - Each spring during Alumni Weekend the Bloomsburg University Alumni Association honors the talents and achievements of alumni through annual award recognitions.

STAFFING SERVICES

Account Management

You'll receive a dedicated account management team who will get to know you, your business and your staffing needs. Jersey staffing will work as an extension of your recruiting department ensuring the right talent for the right job.

Recruiting Resources

Jersey Staffing maintains an extensive database of contacts and has established relationships with the top job search sites. We also partner with local Universities, non-profits, the State of NJ and other associations to provide local candidates, while supporting local "back to work" programs. We post positions on candidate-facing pages on our own website as well as to approximately 100 different job boards. We also use social media networks appropriate to the position. As a result, we can cast a wide net quickly and identify the best talent from a large pool of candidates.

Interview Process

We conduct our searches and interviews as if we were hiring our own staff. Jersey Staffing's interview process includes; sorting résumés, pre-screening all candidates, arranging face to face interview appointments, when applicable, and utilizing situational and behavioral interview questions to complete the process. This allows Jersey Staffing to identify red flags that lead to problem candidates, eliminating turnover issues. We keep our fees competitive and deliver candidates that click, so you get great service that pays for itself in time saved.

Reference Checks

We verify references and identify candidates' strengths and weaknesses. We provide you with the top candidates for the position and our recommendations. We do the all of the footwork, so your management can focus on doing their jobs.

E-Verify

We are enrolled in E-Verify through the Federal government, therefore ensuring our employees' employment eligibility documents are valid and authentic. This is a true demonstration to our customers the value we place on integrity of our organization and our employees to discourage illegal workers and reduce hiring liability.

Screening Services

Kenexa Proveit!

- Through our partnership with Kenexa Prove-it, a leading provider of employee assessments, we offer a variety of value-added candidate testing, ranging from personality assessments to language and computer skills validation, at no additional cost. Assessments can be customized to reflect the requirements of the position and ensure that candidates are qualified.

HireRight

- In addition, we partner with HireRight, world specialists in employment screening, to offer a wide range of screening services. Depending on your requirements, you can choose from a variety of affordable packages, including background, education, credit checks, drug screenings and others.

ASSOCIATIONS

New Jersey Staffing Alliance (NJSA)

- Kristi Telschow, Owner and CEO, sits on the Board of Directors, Chairs the Marketing Committee and participates in the Membership committee.
- Louis D'Angeli, COO, also sits on the Board of Directors and Chairs the Legislative Committee as an advocate for laws and policies that directly affect staffing and employment in New Jersey.
- The New Jersey Staffing Alliance (NJSA) is an industry trade association of direct hire, contract and temporary staffing firms. NJSA represents members professionally engaged in all areas of personnel services including search, recruitment, placement and temporary help services. Founded in 1960, the mission of the New Jersey Staffing Alliance is to be the advocate for the success and growth of NJSA members and the New Jersey staffing industry through leadership in legislation, education, ethics and professional business practices. All members subscribe to both a Code of Ethics and Standards of Ethical Practices as a condition of membership.

Society for Human Resource Management (SHRM), Morris County Chapter

- Silver Sponsor of Chapter
- "SHRM - Morris County Chapter, Inc. (Morris County SHRM), an "affiliate" of the Global Society for Human Resource Management, is a community of HR professionals offering monthly educational and networking opportunities for our members and the business community.

American Staffing Association (ASA)

- The American Staffing Association is the voice of the U.S. staffing industry. ASA and its affiliated chapters advance the interests of staffing and recruiting firms of all sizes and across all sectors through legal and legislative advocacy, public relations, education, and the promotion of high standards of legal, ethical, and professional practices. ASA members provide the full range of employment and work force services and solutions, including temporary and contract staffing, recruiting and permanent placement, outplacement and outsourcing, training, and human resource consulting

CLIENT OPERATIONS

Customer Responsibilities

This relationship will require involvement by your hiring managers. Ultimate success is highly dependent on everyone's effort. To help achieve a successful working relationship between Jersey Staffing and your company, it will be your responsibility to:

1. Provide a safe working environment for all temporary staffing employees.
2. Provide direct supervision to all Jersey Staffing temporary employees.
3. Provide regular attendance updates and performance status reports to Jersey Staffing.
4. Maintain open line of communication regarding staffing requirements with Jersey Staffing.
5. Alert Jersey Staffing immediately, of any accidents or injuries that occur during work hours.

Promises to Customer

1. Provide on-site quality checks weekly to customer
2. Provide response time instantly.
3. Provide Highly competitive rate/fee structure
4. Personalized customer service
5. Immediate and consistent follow-up
6. Honesty and integrity behind all communication and staffing support
7. Ability to make quick and necessary changes to adapt to the needs of our clients.

CLOSING REMARKS

The team at Jersey Staffing and I, truly appreciate your time to discuss opportunities to partner with your organization. We look forward to a lasting relationship, helping you fill employment requirements, as well as strategizing with you regarding HR related needs. We hope that you take the time to select the best resource partner that fit your needs, and we hope you find that Jersey Staffing is one of them.

Sincerely,

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Kristi Telschow
President & CEO