

The HR Source
**Helping Great Companies Find Great
People**



The HR SOURCE



The **HR** Source

HELPING GREAT COMPANIES FIND GREAT PEOPLE



The HR SOURCE - Who We Are

Who We Are - Why The HR Source?

“Get the right people on the bus,
the wrong people off the bus, and
the right people in the right seats.

- Jim Collins, *Good to Great: Why Some Companies
Make the Leap...and Others Don't*

The foundation of great companies is great people. An organization's human resources are a key determinant in a company's ability to move forward, drive value and fuel market growth.

Powerful in its simple logic, the directive referenced in the quote above is not an easy feat to achieve. Getting “the right people on the bus” takes time and the expertise that comes with experience in knowing how to attract top talent, screen to recognize value and connect the right people to the right position.

This fundamental premise is the basis for how we will work *with you* and *for you* as you staff your organization and provide necessary human resources for your organization's success.

Why Choose THE HR SOURCE?

Founded in 1994, THE HR SOURCE is a boutique professional services firm providing staffing, consulting and outsourcing services in all areas of Human Resources management.

For over two decades, The HR SOURCE has worked with successful private and public companies to get “the right person on the bus”. The keys to the client loyalty we have enjoyed over the past two decades are a result of our consistent goal to place excellent candidates and our ability to provide “knock your socks off” customer service.

At THE HR SOURCE, our commitment to our clients is evidenced in our personalized attention which is reflected in every interaction with both our clients and our applicants. We have worked hard to earn and maintain the trust that our clients have placed in us over the years.

Specifically, we pride ourselves in our ability to find the best candidate for your job opening and we offer affordable and competitive rates.

The bottom line... **We Deliver!**



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The HR SOURCE - Staffing Solutions

Staffing Solutions

“The right people have a passion for the organization and its mission.

- Jim Collins, *Good to Great: Why Some Companies Make the Leap...and Others Don't*

Great companies understand the value of “great employees”.

Great companies understand the challenge of finding great employees and retaining them. Our role is to assist you with this vital step by sourcing, assessing, and culling top talent for your organization.

With over twenty years experience in the staffing industry, we know how to source, and how to screen to find the best candidate. Our large database of “top talent”, coupled with our in-depth knowledge of HR, the industries and markets that we support, and our expertise in talent acquisition, makes us an ideal organization to partner with for all of your HR needs.

In addition to our internal resources, we are also adept at utilizing prevalent social media resources such as LinkedIn, Facebook, Google Plus and Twitter to source top talent. Our recommended candidates undergo an extensive interview process, as well as skills testing, where applicable. We not only recruit for technical expertise, we also recruit for “fit” to your organizational culture to ensure the best possible match.



HUMAN RESOURCES

- HR Executives
- HR Directors/Managers
- HR Generalists
- HR Coordinators
- HR/ Assistants
- Benefits Specialists
- Compensation Analyst
- HRIS Specialists
- Recruiting Specialists
- Training and Development Specialists
- Federal - Human Resources and EEO Professionals (GSA Schedule 738X)

ACCOUNTING / FINANCE

- Chief Financial Officer (CFO)
- Controller
- Certified Public Accountant (CPAs)
- Accounting Manager
- Accountant
- A/P, A/R and Accounting Clerk
- Audit and Tax Manager
- Forensic Accountant
- Payroll Personnel

ADMINISTRATIVE

- Administrative Assistants
- Executive Assistants
- Data Entry Clerks
- Office Managers
- Receptionists
- Call Center Staff
- Customer Service Representatives
- Federal - Temporary and Administrative Staffing (GSA Schedule 736)



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The HR SOURCE - Value Added Services

Our Value Added Services

“The right people are team players. They understand that people working on a team achieve better results. . . than any working solo.

- Jim Collins, *Good to Great: Why Some Companies Make the Leap...and Others Don't*

- **For organizations that do not have HR departments**, we serve as your outsourced HR department by offering innovative HR solutions and are a reliable resource for guidance and management of your day-to-day HR needs.
- **For organizations with in-house HR departments**, we work with your internal team to enhance and expand the scope and level of service for your employees by being an HR strategic partner.

Our valued added services (VAS) enable internal teams, who are often stretched thin, to focus on the day-to-day logistics, while we tackle specific projects on your behalf.

Complementing our core services in staffing, we offer the following value added services:

- HR Consulting and Outsourcing
- HR on Call
- Outplacement Services
- Professional Payrolling Services
- Recruitment Process Outsourcing (RPO)
- Staff Augmentation for Federal Contracts

Detailed information on each of these services can be found on inserts in this folder.



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The HR SOURCE - Consulting

- HR Consulting and Outsourcing

“The right people do what they say they will do. . . They deliver on their commitments.

- Jim Collins, *Good to Great: Why Some Companies Make the Leap...and Others Don't*”

In today's highly competitive environment, staying on top of recruitment, benefits, compensation or compliance issues with ever changing laws and regulations is challenging and HR resources are often limited. Our experienced consultants, with over 50 years of collective experience, bring unique subject matter expertise to augment your internal resources on a short-term project or a long-term co-sourcing basis.

THE HR SOURCE provides professional consulting in all aspects of human resources management and compliance, including:



- Benefits Design, Planning and Administration
- Compensation Plan Design and Administration
- Employee Handbook Review and Updates
- Human Resources Information Systems (HRIS)
- Organizational Development
- Recruiting and Staffing
- Training and Development
- EEOC/OFCCP Audits



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The HR SOURCE -Outplacement

- Outplacement

Not just for executives anymore! THE HR SOURCE offers effective and efficient career transition services with a highly personalized approach. Offering outplacement services sends a clear message that your company cares. Providing outplacement to help departing employees transition has a measurable business benefit, impacting the productivity of your workforce, employee loyalty, organizational goodwill, and the corporate bottom line.

We customize our programs to meet the needs of each transitioning employee and work with him/her individually. Our services include:

- One-on-One time with a Career Transition Consultant
- 24/7 access to password-protected career portal containing job seeker webinars and a job search video library
- A professionally written resume and cover letter
- Career assessments
- Salary reports and other information to aid in salary negotiation
- Resume postings to top on-line career sites



We make the transition process as painless and cost-effective as possible for all shareholders by achieving great and quick results.



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- Payrolling Services

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The HR SOURCE -Recruitment Outsourcing

- Recruitment Outsourcing

RECRUITMENT PROCESS OUTSOURCING (RPO)

Outsource some or all of your recruiting process to us. We offer customized recruiting solutions on a per project basis to support major hiring initiatives and on an on-going basis to handle your day-to-day recruiting needs. We will manage and complete large and small recruitment campaigns.

Our highly skilled recruiters will work aggressively to identify and recruit your target audience and will ensure that only the very best candidates are referred to you.

Our services include:

- Managing your job postings and advertisements
- Sourcing and screening candidates
- Coordinating interviews with HR staff and/or hiring managers
- Conducting reference, background checks, and drug screens
- Coordinating job offers, offer letters, and on-boarding your staff



We partner with you to ensure that your staffing needs are met. We embrace your goal of . . . getting the “Right People”.



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The HR SOURCE - HR on Call

- HR on Call

- *Got questions about HR issues?*
- *Need to know how to handle a sensitive employee relations issue?*
- *Don't have HR staff or experienced HR staff?*
- *Need to maximize the effectiveness of your HR Team?*

HR ON CALL is a professional subscription service providing real-time solutions from seasoned human resources professionals whom you can access instantly at any time throughout your workday. For many organizations, the efficiency of using **HR ON CALL** rather than hiring additional staff makes sense, especially given the level of expertise of the experts available through this service.

HR ON CALL serves as an extension of your team by offering guidance on HR related issues affecting your organization. Organizations of all sizes, especially small and mid-size firms, often have limited internal HR resources who are often stretched thin managing day to day HR issues or simply do not have the specific expertise needed to provide strategic support.

HR ON CALL serves as an extension of your team. With **HR ON CALL**, you pay only for what you need when you need it, bringing you more value and more cost savings with no long terms contracts or minimum requirements.



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