

JACKIE MATCHETT PERSONNEL, INC.

*“Experience is the best guarantee”*

Accounting, Bookkeeping, and Finance Staffing

## EMPLOYER SERVICES

### Custom Services

At Jackie Matchett Personnel, we take pride in defining a specific process for each of our clients. This process begins with the specifics of the position and the urgency to fill it. The majority of our clients find that each need within their company requires a unique solution. Frequently, we work with a single client under different options simultaneously, depending upon the criticality of the openings. We can suggest the appropriate solutions for your specific needs.

### Permanent Placements (Direct Hire)

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**Option One** - We have the capacity to work on a **contingency** basis, if the urgency is low. With a Contingency search, you only pay us when you hire a candidate we submitted. **Note:** No exclusivity of the candidate is offered with this service method.

**However, we can elevate our service level when the urgency to fill the position is high.**

**Option Two** - We can offer the option to work on an **engagement** basis. This option is designed for higher time priority in order to fill a critical staffing need. In this arrangement, we agree that we will be your EXCLUSIVE recruiter on this project. We will commit to supplying you an agreed upon number of qualified candidates within a designated time frame. Our replacement guarantee is typically extended. Also, you will have first right of refusal on candidates submitted.

**Option Three** - A **retainer** basis - where we can dedicate a project team, and set fulfillment guidelines. This is used for the highest priority on senior management search assignments or multiple-position situations including major company expansions. Here we offer a complete, full-service search with a dedicated project team assigned to your search until it is completed. Replacement guarantee will typically be extended. We will offer an exclusive on all candidates submitted for a period of thirty (30) days.

### Contract Placements (Temporary)

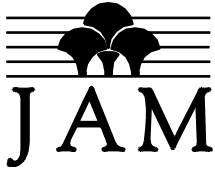
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We offer FULL-Service options should you need to fill contract or temporary positions.

519 Heritage Road #2B • Southbury, CT 06488

Phone (203) 777-1151 • FAX (203) 405-6110

[www.jackiematchett.com](http://www.jackiematchett.com)



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## **Other Services**

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Additionally, we work with you to define a **Candidate Profile** for your company summarizing information specific to your company or position that you need to see from candidates.

We can also assist you with creating **Interview Profiles** for your hiring managers. These profiles define your interviewing process with the following goals:

- 1.** Presentation of a unified position description focusing on the goal for the position.
- 2.** Explanation of what attracts and keeps them at the company.
- 3.** Explanation of the growth potential of the company and the position.
- 4.** Define interviewers roles, so the candidate is not answering the same questions.

We can also customize **Interview Evaluations** for feedback specific to your company and position. Our goal is to present a 'unified front' for the candidate and a defined process for the company to evaluate the technical match for the position.

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