

## How do I get started?

You've already taken the first step! We've outlined our application process below so you can get your search started quickly! Contact us at (563) 355-HIRE or via [email](#) with questions or to schedule an appointment.

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### The Application Process:



#### Call Us at 563.355.HIRE (4473)

Call and schedule an interview with a TES staffing specialist. *Walk ins are not accepted.* Remember, this is a professional interview, so arrive on time, be prepared and bring an updated resume. You will be required to complete an application for employment, a reference waiver and a criminal background check release form. During your interview with our staffing specialist, talk with them about your qualifications, experience and ideal position. This will ensure they have a clear understanding of who you are and what you are looking for to find the perfect job match. **Please allow two hours to complete the interview, application and testing.** For tips on interviewing, please see our [Tips For Your Job Search](#) section. Specialists are also available for [Mock Interview Sessions](#) to brush up on your interviewing skills.



#### Complete Skills Testing

At the time of the interview, it may be determined that [skills testing](#) is necessary. The types of testing required will depend on your experience, skills and the skills required for the types of positions you are seeking. Our minimum testing requirements generally include the primary skills, typing and Microsoft Word. Testing time and necessity may vary, so do not be surprised if we ask to schedule a separate time for you to come in and complete the necessary tests. These tests are used to assess your skill level and, if your test scores are low, get you the training you need to improve your marketability. More often than not, we find that people rate themselves as having lower skills than they actually do!



#### Cooperate with References and Criminal Background Checks

Once your application and tests are completed, we will conduct complete reference and criminal background checks. The entire process can take several days, depending on our ability to contact your references and the accuracy of your information. You will want to bring updated phone numbers and addresses of your previous employers at the time you fill out your application. The more information you can provide, the quicker we can process your application.

For reference checks, you will also be required to sign an *Employment Reference Waiver*, allowing your former employers to release information about the quality of your work, including your work performance, working relationships, reliability and dependability. *We require all of our employees to have at least two positive references.* If you are unwilling to sign a waiver, we are unable to process your application.

The Employment Source also requires applicants sign a release for a criminal background check. Please be assured that we will check your criminal history and any misrepresentation on your application will also disqualify you from our services.



### **Complete Orientation**

After completing your application and interview, our staffing specialist will determine if you move on to orientation. If you do not make it to this step and we are unable to help you, it simply means that you did not meet one of the many qualifications The Employment Source has for our employees. If you do advance to the application process, you must attend orientation. Orientation takes about 20 minutes and consists of going over The Employment Source policies and procedures. You will need to bring two forms of identification, including a photo ID and complete your W-4 form.



### **Find the Perfect Job Match**

After orientation, staffing specialists begin sending your resume to clients, making them aware of your skills and availability. We work to match your skills with those in our open positions so you have the opportunity to interview for positions best suited for you. Some clients choose to have an employee placed based upon their resume and discussions with our staffing specialists, and may not chose to conduct their own interview. Other clients prefer to see a number of resumes and select a few candidates to interview at the placement site. Clients may also require further testing. Finding a position can take some time and your patience is greatly appreciated. Staffing specialists will call you with any employment opportunities that arise, but we encourage you to check with your staffing specialist at least once a week.

**If accepted a position outside of The Employment Source during this time please call us immediately so we can provide opportunities to other clients.**