

Starting the Search Process

“The Employment Source conducts temporary and direct hire searches for us and provides strong candidates to interview. Their process saves my staff and I valuable time during the employment search and we find great employees without a lot of work.”

~Duane Thompson, JD, SPHR

W.G. Block Company and the BLOCK Family of Companies



Call Us

Clients contact us to find them quality employees. One of our experienced staffing specialists will discuss your needs with you and take your "order" for a temp-to-hire, direct placement or temporary employee. The staffing specialist will discuss with you the skills necessary for the new employee to excel in the position, as well as what ideal qualities you are seeking. The more information you can provide us regarding the position and working conditions, the more likely we'll be to find an ideal candidate.

After the staffing specialist has completed the order, we immediately start matching our employees and their skills with those needed for the position. We will contact you as soon as we identify qualified candidates. If we do not have anyone matching your job description in our database, we will immediately call you and discuss other options, including advertising for your position. It is our goal to provide our clients with timely and responsive service.



Review Resumes of Qualified Candidates

Once qualified candidates are identified, our staffing specialist will send you their information and call you to get your feedback. This provides a great opportunity to ask additional questions about the candidates we've selected. You can select a candidate to begin immediately or, conduct interviews of your own. For direct hire and temp-to-hire placements, we suggest conducting interviews yourself to meet the candidate and assess how well they will fit within your organization.



Interview Candidates

The Employment Source encourages our clients to also interview candidates. This allows you to meet the candidate and assess their fit within your company, as well as provide the candidate the opportunity to assess the company. Our goal is to make a good fit for both the client and the employee.



Select an Employee

Once you have completed your interviews and have selected a candidate, we will work with you to create an offer and negotiate with the employee on your behalf. If you require drug and alcohol screens of your employees, we can schedule and coordinate those as well.

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563.355.4473 www.theemploymentsource.com*



Quality Checks

On the employee's first day, TES will contact you to confirm the employee arrived on time and in appropriate attire. With temp-to-hire and temporary assignments, we will supply the employee with timesheets and ensure that the employee is aware of our policies and procedures regarding attendance, safety and conduct while on your premises. We will also contact you periodically for additional quality checks, usually several times during the employee's first month of employment. If you have any questions or concerns, we ask that you notify us as soon as possible so that we can take appropriate measures to guarantee your satisfaction.



Open Communication

We encourage open and frank communication with our clients and our employees. If you have any questions, comments or concerns about any of our employees or our services, we invite you to discuss those with us. After all, your success is our business!