



Almond & Associates

Temporary Staffing | Direct Hire | Executive Placement

*Pairing the Right People with
the Right Job. Every Time.*



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COMPANY MISSION STATEMENT

We want our clients and candidates to value our partnership and capabilities by recognizing us as the staffing firm of choice for temporary staffing, mid-level direct hire and executive placement.

ABOUT US

Celebrating 47 years in business, we are your recruiting resource.

John Almond founded Almond & Associates in 1972 as an executive placement firm. His ability to understand the intangibles of organizations and identify their needs soon led to Almond & Associates' success and reputation as a leader in the field of executive search and professional office placement.

Pete Almond joined the firm in 1999 and is responsible for the South Sound business. Under Pete's leadership, Almond & Associates has continued the tradition of excellence and success in executive and mid-level direct hire placement that Almond & Associates has always been known for.

Pete is passionate about helping clients find the right talent whatever their recruiting needs. To this end, in addition to our placement services, Pete launched a new division of Almond & Associates dedicated to the temporary staffing needs of clients in the South Sound. Almond Temps is focused on helping South Sound employers find qualified, timely, and reliable temporary staff – the Almond way.

OUR TEAM

Pete Almond
Owner

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253.682.3676

Zada Grant
Recruiter

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Keyla Jones
Recruiting Assistant

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SERVICES

Office Support Staffing	Executive Search Services	Interim Professionals	Additional Services
<p><i>Temporary, Temp-to-Hire, Direct Hire</i></p> <ul style="list-style-type: none">♦ Administrative♦ Management♦ Accounting♦ Customer Service♦ Human Resources♦ IT Support♦ General Office Positions	<ul style="list-style-type: none">♦ Leadership Recruiting♦ Chief Executive Officers♦ Chief Operating Officers♦ Chief Financial Officers♦ H/R Leadership Roles♦ Key Management Roles	<p><i>Management, Financial</i></p> <ul style="list-style-type: none">♦ Controllers♦ Assistant Controllers♦ Financial Managers♦ Accounting Managers♦ Payroll Supervisors	<ul style="list-style-type: none">♦ Payroll Processing♦ PXT Select Profile Assessments♦ Software Testing♦ Skill Evaluations♦ Background Screening♦ Applicant Screening



IBM KENEXA ASSESSMENTS

Almond & Associates utilizes assessment software to test candidate skills. All candidates are tested on Microsoft Office Word and Excel, Alpha Numeric and 10 Key Data Entry, and Typing speed. Additional testing may be requested when specific to a position being filled.

(From IBM Kenexa Assess)

- ♦ Validated assessments for clerical, software, call center, industrial, healthcare, financial, and technical job classifications to help your company identify and select the most talented candidates.
- ♦ Each report includes an overall percentage score, item-level detail, and level/topic statistics, including the following: how the test taker responded, time spent per item, proficiency level (basic, intermediate, and advanced), and grouping by topic to reveal the level of knowledge in a particular area.
- ♦ Microsoft Office assessments are simulations that allow candidates to perform the task using multiple ways to answer a question, such as short-cut keys, menus, and right-clicking.

TESTING SERVICES

When conducting your own search, it is valuable to assess candidate skills before a final hiring decision. Almond & Associates can provide testing to your candidates for a small fee. Please contact our office at 253.952.5555 for more information.

This tool offers assessment solutions which help your company select and retain top performers:

- ♦ Improve the quality and efficiency of your recruiting and selection process
- ♦ Make better hiring and promotion decisions
- ♦ Ensure your employees are a perfect fit within your organization's culture

OVER 1,200 SKILL TESTS ARE AVAILABLE, FROM BASIC TO ADVANCED PROFICIENCY

Microsoft Office Products

Financial Assessments

Specialized Skills

Behavioral Assessments

Various Accounting Titles

Processing Software Titles

Administrative Proficiencies

Interactive Tutorials & Learning Tools

TEMPORARY STAFFING

Almond Temps is committed to bringing the same excellence and service to the temporary staffing needs of our clients as is provided for recruiting and executive placement needs.

Once contacted, we move quickly to fill your need with a qualified Almond Temp as soon as possible, in some cases same-day.

PROCESS

- ◆ We maintain open communication with our temporary employee pool, and will reach out to those who best fit your company culture and position needs.
- ◆ Almond Temps have already been evaluated through *Kenexa Prove It!* assessment software, to ensure they have the proper skills to perform the duties and responsibilities of the assignment at hand.
- ◆ Almond & Associates conducts a background screen through *ADP Select* for all temporary employees.

FEE

The mark-up for our temporary services is determined through an agreement between the client and our company. The bill rate covers payroll, FICA, state and federal unemployment taxes, worker's compensation taxes and the service charge. The Almond Temp is paid through Almond & Associates. Invoices are sent out weekly.

TEMP-TO-HIRE and CONVERSION

Almond Temps are also available on a temp-to-hire basis. This option allows the client to assess candidate fit before bringing them on as a permanent employee.

Clients are able to update a candidate's assignment from Temporary to Temp-to-Hire, or convert an Almond Temp to permanent employment at any time.



MID-LEVEL DIRECT HIRE PLACEMENT

Our entire proprietary process is engineered to be certain that we get it right: the right person, with the right skill set, for the right job, at the right time. It starts with you.

We value meeting clients and key stake holders in their office, to establish an understanding of company culture and work environment.

GUARANTEE

Almond & Associates offers a limited unconditional placement guarantee to the client to ensure complete hiring success.

PROCESS

- ♦ We will develop and/or clarify the job description to attract qualified candidates who maintain the key skills and cultural fit your organization requires.
- ♦ Almond & Associates will screen and interview candidates to identify those most qualified to meet the criteria established during the onsite meeting.
- ♦ All prospective candidates will be tested by Almond & Associates through *Kenexa Prove It!* assessment software to ensure they have the required skill set.
- ♦ Almond & Associates will present qualified candidates to you, the client, for discussion and approval. We will coordinate all interviews between key decision makers and candidates.
- ♦ Once a favorable match has been made, Almond & Associates will finalize the hiring process by providing thorough referencing and background checks.
- ♦ We will work with you throughout this process to negotiate salary and benefits, ensuring a successful offer acceptance and placement.

FEE

The fee for our services is a percentage rate based upon the candidate's annual salary, determined through an agreement between the client and our company. When a candidate has accepted your offer of employment, we will send an invoice for our placement fee.

EXECUTIVE PLACEMENT

Working in Partnership to Build Relationships and Deliver Business Solutions

PROCESS

Research and position development

- ♦ Interview key personnel to develop job / candidate profile

Recruitment, evaluation, and presentation

- ♦ Identify, contact, and network with known sources and outstanding performers
- ♦ Qualify to best align candidates with job profile
- ♦ Conduct personal interviews, review selection with client
- ♦ Facilitate client interviews with chosen candidates
- ♦ Administer assessments

Value added details

- ♦ Consult in design and conduct of interview process
- ♦ Administer validated PXT Assessment to provide insight into hiring decision
- ♦ Extensive narrative referencing
- ♦ Background verification
- ♦ Personal reports

Negotiation

- ♦ Serve as an intermediary and advisor
- ♦ Regular follow-ups

FEE, GUARANTEE, AND TIMING

We will conduct your search for a fixed fee to be determined when the scope of the search is finalized.

We guarantee to replace the individual hired at no additional cost if that person is terminated or leaves your employment for any reason within the first six months of employment.

Our search process takes approximately 90 to 120 days, depending on the scope of your position. The average search is completed within this timeframe.

To better serve you, we work on an exclusive basis. An exclusive basis permits us to commit all of our resources to the task and very rapidly present qualified candidates.