TEAM RCD STAFFING PROPOSALS

DIRECT HIRE COMPARISONS PRESENTED BY ROSE CORONA OCTOBER 28, 2024

DIRECT HIRE EMPLOYEE

PROS AND CONS

PROS:

- 1. Company has more control and oversight of the employee and their time.
- 2. Timeliness in direction of duties and tasks
- 3. Depending on employment requirements and budget, direct hire can save company money in terms percentage rates charged for work by outside companies
- 4. Proper training and oversight may produce a long term valuable employee

CONS:

- 1. Management must have a up to date knowledge of all employment laws and have employee and HR management skills.
- 2. Downtime for project work involves a bit more time organizationally to have fill in duties ready for the employee
- 3. Good employees are hard to keep and if no clear path for advancement is within the organization, turnover may be inevitable
- 4. HR must always be looking for good employees to fill in or replace an employee if they leave.
- 5. Organization will have to have a bookkeeper or accountant to ensure that all payroll taxes, W-2, Workman Compensation and government requirements are met for payroll and proper reporting is submitted for compliance. There are many payroll programs that can do the calculations but monies for deposit for payment are required weekly, bi monthly or monthly as the organizational employee agreement stands.

EMPLOYEE DIRECT HIRE BUDGET ESTIMATES (SAMPLE ONLY)

Proposal Cost Overview	Estimates only							
	Workers Comp				Total Burden		# of hours to	Total Employee
	Classification Nage	Per Hour	W/C rate %	Fed & State Tax	Rate	Total Hourly Rate	perform work	Wages
Program Manager	8810	\$50.00	0.64%	11.92%	12.56%	\$56.28	400	22512.00
Program Coordinator	9410	\$50.00	2.32%	11.92%	14.24%	\$57.12	800	45696.00
Conservation Tech	9410	\$32.00	2.32%	11.92%	14.24%	\$36.56	800	29245.44
								97453.44

Notes: Fed and State Tax includes employers portion of Social Security, Medicare, Unemployment, State SDI and State ETT Third Party Payroll Charge - Minimum of \$5K to obtain services

SDRMA WORKERS' COMPENSATION APPLICATION



Workers' Compensation Program

Special District Risk Management Authority (SDRMA) offers a workers' compensation program for special districts and other public agencies. Established in 1982, this program has a proven reputation for stable, competitive rates, actuarially based fiscal management and sound underwriting practices. Moreover, responsive claims management and cost containment, combined with tailored safety and loss prevention, provides members with a full-service workers' compensation program. For member agencies that participate in both the SDRMA Workers' Compensation and Property/Liability Programs, we offer multi-program discounts and also reward workers' compensation members through longevity distributions.

COVERAGE

- Statutory Workers' Compensation Limits
- \$5 Million Employer's Liability
- Zero Member Deductible
- SDRMA maintains a Self-Insured Retention that is periodically adjusted based on market conditions

CLAIMS MANAGEMENT PROGRAM

Our primary objective is to prevent employee injuries and positively impact the overall cost of workers' compensation coverage, as well as provide employees and employers fair and equitable claims management and resolution. Under the supervision of Special District Risk Management Authority Chief Risk Officer, we handle all claims in-house providing our members with efficient claims management.

SDRMA takes a very proactive approach to claims management. We believe claims management and handling are critical components of risk management and are the strength of our program. Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims, not only within the self-insured retention level, but also with the excess insurance carrier.

RISK CONTROL PROGRAM

Our comprehensive risk control program offers a wide range of services and resources. We assist members with Cal/OSHA and risk related regulatory requirements such as written program development, hazard inspections, ergonomic evaluations, and safety training. Members also have access to unlimited phone & email consultative services to assist with safety and risk management efforts. In addition, members have access to valuable resources, including a library of model programs and forms, an Online training platform with over 1,500 training and continuing education courses, safety training handouts, publications on pertinent risk management topics, and more. All Workers' Compensation Programs in California are required by law to provide the same coverage. The difference is, with an SDRMA Program, you



receive superior claims management and risk control services to help prevent and reduce losses and unequaled value-for-value services.

MEMBERPLUS SERVICES

Members participate in a complimentary safety management program including:

- Personalized On-line Member Resources − MemberPlus Online[™]
- State-of-the-Art On-line Safety Training Vector SolutionsTM
- Telephone Based Nurse Triage Program Company Nurse
- Loss Prevention Fund for Reimbursement of Safety Equipment up to \$1,000 per year
- On-Site Loss Control Visits and Risk Analysis
- Training Workshops (safety, loss prevention, claims handling)
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Safety & Claims Policy Manual
- Monthly Review of Claims Loss Reports
- Monthly Safety Management Meeting Materials
- Ergonomic Evaluations of Work Areas

CREDIT INCENTIVE PROGRAM

Members are able to reduce their workers' compensation premiums through Special District Risk Management Authority Workers' Compensation Credit Incentive Program. Credit incentives up to 15% of the workers' compensation annual contribution amount can be earned for completion of approved program criteria guidelines.

PAYROLL AUDITS

At this time payroll audits are not required. They may however, be performed periodically by random selection of an account. However, all accounts are required to annually submit copies of their Employment Development Department quarterly payroll tax report (form DE-9) for the fiscal year ending June 30. SDRMA requires an annual payroll reconciliation process completed by the member in mid-August.

ELIGIBILITY REQUIREMENTS

SDRMA's eligibility requirements provide that member agencies:

- Must be a public agency formed under the California Government Code
- Execute the SDRMA Joint Powers Agreement
- Commit to an initial three program year member enrollment (thereafter coverage may be renewed annually)
- Have at least one paid employee on staff
- Maintain annual membership in California Special Districts Association (CSDA)



CONTRIBUTION AND PAYMENT TERMS

SDRMA's workers' compensation program policy period for all accounts is July 1 through June 30. Invoices are billed annually based on estimated payroll provided by the member each year.

CONTACT INFORMATION:

Wendy Tucker, AU Teresa Guillen

Underwriting/Program Manager Member Services Specialist II

SDRMA SDRMA

1112 "I" Street, Suite 300 1112 "I" Street, Suite 300

Sacramento, California 95814 Sacramento, California 95814 Toll-free: 800-537-7790 Toll-free: 800-537-7790

Direct: 916-231-4119 Direct: 916-231-4131 Fax: 916-231-4111 Fax: 916-231-4111

Email: wtucker@sdrma.org Email: tguillen@sdrma.org



Program Year 2024-25

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Post Office Box 2078 Temecula, California 92593 Proposal Number: P-7146-202425-1

Proposal Status: New Program(s): WC

Print Date: October 22, 2024

Profile Information

Phone: (951) 387-8992

Fax: (951) 387-8992

Website: www.teamrcd.org

Mailing Address Line 1: Post Office Box 2078

Mailing Address Line 2:

Mailing City: Temecula

Mailing State: CA

Mailing Zip Code: 925932078

Physical Address Line 1: Post Office Box 2078

Physical Address Line 2:

Physical City: Temecula

Physical State: CA

Physical Zip Code: 925932078

Physical County: Riverside

Office Hours: varies

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Contact Information

Please list Contacts associated with your Agency. You must list at least one person in each of the three required roles: PRIMARY CONTACT, GENERAL MANAGER, BOARD PRESIDENT The same person may be listed in all 3 roles.

Salutation	First Name	Last Name	Position	Email Address	Primary Contact	General Manager	Board President
Mx.	Teri	Biancardi	President	teri.biancardi@teamrcd.org			X
Ms.	Rae	Shirer	Office Manager	manager@teamrcd.org	X	X	
Salutation	First Name	Last Name	Position	Email Address	Primary Contact		Board President



General Information	
AA-01 Are you a government agency? If no, please stop and contact Member Services 800.537.7790.	
EC-10 How many Full Time Employees does your Organization have?	0
EC-20 How many Part Time Employees does your Organization have?	1
EC-24 What year was your agency formed?	1949
EC-26 What is the population of your service area?	300000
EC-27 What is the size of your service area (acreage)?	505000
EC-30 Number of Governing Body members?	5
EC-31 What is your method of Governing Body member selection?	Appointed
EC-32 If your Board Members are appointed, by whom are they appointed?	County Board of Supervisors
GI-19 Has your governing body adopted a resolution to cover volunteers and/or governing body members for workers' compensation? (If yes, forward a copy to SDRMA)	
GI-38 How did you hear about SDRMA? If referred, by who?	
PC-10 Current Workers' Compensation Carrier(s)	
PC-11 Current Workers' Compensation Deductible	
PC-12 Current Workers' Compensation Policy Expiration Date	
PC-13 Current Workers' Compensation Annual Premium	
PC-14 Current Workers' Compensation Experience Modification Factor	
PC-15 Total actual payroll for last fiscal year	
PC-16 Total budgeted payroll for current fiscal year	
PC-17 Total estimated payroll for next fiscal year	
PC-20 During the past three (3) years has insurance been declined, canceled, or not renewed?	
Operating Expense Budget Instructions	
Annual operating expense budget includes all departments for the program year. Please exclu- principal/interest payments on long-term debt. In addition, only grants and pass through funding transferred) should be excluded - therefore, grant funding used to support agency operations suppenses should be included.	g NOT used to support operations (risk
XO-01 What is the Total Operating Expense Budget for your Organization?	25,734.00
Description of Services	
Describe the Services provided by your Agency:	
escribe the Services provided by your Agency:	



Service Information (please mark applicable services)	
Air Pollution Control	
Airport	
Ambulance	
Cemetery	
Dam	
Drainage Pond	
Electric	
Emergency Communications Center	
Fairs/Parades	
Fire	
Firing Ranges	
First 5	
Flood Control	
Garbage	
Golf Course	
Healthcare	· · · · · ·
Irrigation	
JPA	
Lakes/Reservoirs	
Levees/Dikes/Canals/Ditches	
Library	
Local Agency Formation Commission	
Marina/Dock	
Parks/Recreation	
Police/Law Enforcement	
Resource Conservation	Yes
Sewer	
Solid Waste Management	
Stadium	
Streetlighting	
Streets/Roads	
Vector/Pest Control	
Water	



Estimated Payroll Detail

Please report current employee count and payroll amounts by Class Code. Salaries and Wages are to be reported, but do not include benefits.

Class Code	Employee Count	Annual Payroll
0005 - Nursery Operations		\$
0050 - Orchard Work		\$
0251 - Irrigation, Drainage or Reclamation Works Operations		\$
3724 - Electrical Repair; Mechanic Supervisor		\$
4511 - Air Quality Lab Technician		\$
6220 - Heavy Equipment Operator; Grading Land, Excavation		\$
7332 - Ambulance		\$
7382 - Drivers; Bus and Limousine Operations		\$
7429 - Airport Operations		\$
7520 - Waterworks Operations		\$
7539 - Electric Light or Power Operations		\$
7580 - Sanitary or Sanitation Agency Operations		\$
7706 - Firefighters - including Fire Chiefs		\$
7707 - Volunteer Firefighters - per capita charge		\$ 0
7708 - Firefighters - Strike Team per capita		\$ 0
7720 - Police/Sheriff		\$
7721 - Patrol or Guard Services (Armed)		\$
7722 - Volunteer Police/Sheriff - per capita charge		\$ 0
8389 - Heavy Equipment; Truck Mechanic		
		\$
8392 - Automobiles - Storage Garages or Parking Lots		\$
8601 - Engineers - Consulting; - not engaged in actual construction or operation		\$
8720 - Weighmasters		\$
8740 - Property and Building Operations (Management)		\$
8742-D - Paid Governing Body Members		\$
8742-M - Salespersons-Outside		\$
8742-P - Non-Paid Governing Body Members - per capita charge		<u>\$ 0</u>
8742-V - Non-Safety Volunteers		\$
8810 - Clerical/Office Employees		\$
8830 - Institutional Employees		\$
9009 - Property and Building Operations (Non-Management)		\$
9015 - Building Operations including Janitorial		\$
9016 - Boat Anchorage and Rentals; Marinas		\$
9031 - Pest Control		\$
9033 - Housing Authorities		\$
9048 - Camps - Recreational or Educational		\$
9053 - Lifeguards		\$
9060 - Clubs - Country or Golf		\$
9066 - Patrol and Gate Officer (Unarmed)		\$
9182 - Athletic Teams or Parks		\$
9220 - Cemetery Operations		\$
9402 - Street Cleaning		\$
9403 - Garbage or Refuse Collection		\$
9410 - Non-Manual Labor; including Agency Managers and Recreation Personne		\$
9420 - Manual Labor; including Park and Landscape Maintenance Personnel		\$
9422 - Roads; Maintenance and Repair		<u>e</u>

9424 - Garbage, or Refuse Dump Operations	\$
9993 - \$350K Deductible Program	\$
9995 - Claims TPA Reimbursement	\$
9999 - \$250K Deductible Program	\$

Loss History

Workers' Compensation Loss History

Workers' Compensation Program Application

Total Number of Employees and Annual Payroll

Please provide 10-years of detailed loss history including paid claims, reserves, and total incurred for each year. This information is easily obtainable by contacting your current workers' compensation carrier. If your agency is not able to obtain the full ten years, please submit what is available along with a letter of explanation indicating the reason your agency is unable to obtain the information.



Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Please review all information to ensure that it is complete, accurate and current. Be advised that any misrepresentation contained in this renewal questionnaire could potentially void coverages for your Agency and its Employees, Officers and Board Members. For questions and/or assistance, please call Member Services at 800.537.7790.

ATTEST

I have reviewed the attached Preliminary Questionnal correct and as the signer I am authorized on behalf of			
Signature:	Title:	Date:	10/22/2024

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PROS AND CONS

PROS:

- 1. The employee is the responsibility of the employer which provides more control over the duties of that employee.
- 2. Many third party payroll agencies serve in the capacity of unofficial consultant and expert partner in assisting a company with their HR needs and charge a fee on top of the individual employee's payroll for administrating the payroll and offering other HR services. All of these make administrating an employee easier and helps in assisting their clients in being compliant with current employment laws.
- Third party consulting services include payroll services, Human Resource guidance, full
 employee lifecycle strategies, support with hiring/firing practices and performance
 management, risk consulting employee assistance programs, and a variety of other
 services related to direct hire employees.
- 4. Opportunity to hire someone long term by seeing if the employee is a good fit with company environment.

CONS:

- 1. The employee is solely the responsibility of the employer that hires the third party payroll company. Risk somewhat increases when it is an in-house employee.
- 2. Even though a temporary employee is paid by the Temporary agency, it is the responsibility of the company paying for the temp employee to do oversight and training for the job when the employee arrives.
- 3. It is imperative that the company have someone managing the employees who is well versed in employment law and current requirements to avoid exposing the company to risk even though the employee is paid by a third party.
- 4. The Company must always accept that good and well trained employees may take other opportunities elsewhere if they feel it will further their career in better ways. The Company who has engaged the third party employer must accept that turnover is an inevitable part of having employees and always keep potential employees in the pipeline to fill vacated spots.
- 5. Your employee manager must always be interviewing future employees to limit the amount of down time for the company in training a new employee should an existing one decide to leave.
- 6. Many agencies may not have the employees that come with specified work in specified areas of the job market.

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Company Profile:

BBSI is a leading provider of business management solutions, combining the knowledge base typically associated with the management consulting industry with tools of the human resources outsourcing model. By aligning our efforts with the mission of business owners, we bring the resources of a large company to small companies. Locally based BBSI business teams partner with each client, taking a systemic view of each client's business. We have a vested interest in their success.

The BBSI Difference: Your Team of Consultants & Value-Added Services

Members of the BBSI family tap into services that are normally only available to larger companies. Our locally based teams of professionals align with the mission of small business owners provide expertise and guidance. We help business owners make more informed decisions faster, allowing them to more effectively run their business.

Our Approach:

Each client is partnered with a dedicated business team. Through our alignment process, our teams map a blueprint for the development of each owner's business. We draw on expertise in the following areas:



Business Partner



HR Consultant



Risk Consultant



Payroll Consultant



HR & Operations Specialist



Worker's Comp Specialist



Human Resources Consulting

- Provide the expertise, guidance and tools to help employers assess the culture, structure and talent management of their organization.
- Partner to identify gaps and opportunities to build productivity, employee retention, and performance.
- Succession Planning.
- Full employee lifecycle strategy development.
- Training and Development:
 - Create and facilitate a tailored Leadership Development training plan (e.g., HR 101, Communication Skills, Leadership Skills, Coaching & Feedback, Progressive Discipline, Change Management, etc.)
 - ✓ Harassment Training
 - ✓ Learning Management System Resource
- Support with hiring/firing practices and performance management
- Ensure clients understand each state's/county's/city's current requirements for minimum wage, mandatory sick time, ACA, in addition to PTO/vacation time accruals, hiring gates, etc.
- Guidance with ever-changing labor laws (in all states), options and best practices so the owner is armed with the needed knowledge to make the best decision for his/her business.

Risk Consulting

- Risk mitigation is a team effort that prioritizes elimination of defects in any organization.
- Development of a cultural commitment to continuous improvement and a safe work environment.
- Partner to eliminate defects, improve process and identify root causes of any incidents.
- Support with the client's industry compliance levers such as IIPP, OSHA, Lean practices/implementation, etc.



Additional Services



Retirement Savings via 401(k): Help plan for the future and meet mandatory requirements for businesses of 5 or more

- Minimal cost to employer and optional contribution
- No administration and professionally managed by Milliman Benefits



Health Benefits: Provide your employees with the best of care at affordable Large-Group rate savings

- BBSI does all administration including Open Enrollment, eligibility notices, ACA Reporting and COBRA administration.
- Employees have access to their Benefits through the myBBSI portal.



Leadership Team Training: Let us help with the Training they need for you to reach your goals

- Leadership Development
- HR 101 and Compliance Training
- o Communication skills
- Coaching, Feedback and Progressive Discipline
- Conflict Management



Owner Roundtables & Seminar Events: Interact and network with fellow business owners

- Participate in an Owner Roundtable to collaborate with others with common challenges
- Leverage your BBSI Business Partner to create a Strategic Blueprint that will enable you to articulate your long-term goals, identify gaps/obstacles and create a plan that will enable you to get the results you want
- Monthly Seminars for Leadership Development, Legal Updates, and Safety & Risk



Employee Assistance Program: Provide employees with free tools to help them navigate through personal problems that may be adversely affecting their job performance and well-being

- Confidential counseling, including in-person sessions and a 24/7 crisis line
- Professionals to help navigate issues with childcare, adult/elderly service, legal, wills, and estate planning



PROPOSAL COST OVERVIEW REFERENCE

BBSI is built for small to mid-sized businesses, so we understand the importance of making labor costs predictable, scalable and sustainable. Based on your Organization, we will build our pricing based on the following data points:

- Published Experience Modification Rate (EMR) for your Organization
- Team Services needed
- Number of Employees
- Your Organization's tax rates

This allows us to provide you with one Bill Rate % that includes your Worker's Compensation, Employer-Mandated Taxes and the BBSI Services Fees. For more information, simply schedule a meeting with your local team.



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- Underwriting assessment

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Labor Code	WC Rate	BBSI Services	Estimated Annualized Tax Rate
8810	0.64%	TBD	11.92%
9410	2.32%	TBD	11.92%
9420	10.46%	TBD	11.92%
		\$5k min.	,



PROPOSAL COST OVERVIEW

Labor Code	Description
8810	CLERICAL OFFICE EMPLOYEES — Clerical Office employees do not engage in any labor or come in contact with any exposure to high risk environments. Those who work more than 50% of their time at their home or other office space away from any location of their employer shall be classified as 8871, Clerical Telecommuter Employees.
9410	municipal, state or other public agency employees — Not engaged in manual labor, or direct supervision of construction or erection work This classification includes mayors, city council members, elected officials, judges, hearing officers, district attorneys, courthouse clerks and public records clerks, employees engaged in laboratory work, health inspectors, building inspectors, engineers not engaged in actual construction or operation, meter readers other than water meter readers and similar occupations.
9420	MUNICIPAL, STATE OR OTHER PUBLIC AGENCY EMPLOYEES — All other employees This classification includes park and facility maintenance, landscape, snack bar and vending operations, lifeguards, security and similar activities in support of the facility.

Mandated Employer Taxes are comprised of the following percentages/limits. We annualize the tax burden based on wages, turnover, and your specific SUTA Rate.

Mandated Employer Tax	% of Payroll	Limit
FICA	6.2%	\$168,600
MEDICARE	1.45%	No Limit
FUTA	1.20%	\$7,000
SUTA	*6.20%	\$7,000

^{*}Your company's specified SUTA Rate is used when annualizing the tax burden





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Hiring Made Human®

Personalized Service and Flexibility Imagine your ideal staffing partner. They know your company. They provide personal service designed just for you. They save you time and help you access people you can't find anywhere else. It's not a dream. AppleOne has the resources of a large company, but since we're family-owned and focused on you, we stay flexible to respond to your unique needs.

Dedicated Hiring Advisor - No Pass Off Over time, our co-workers become an extended family. Adding to family is delicate, requiring a human touch. Your hiring advisor works to understand your business and goals to create custom recruitment marketing plans to make the best match. They proactively serve as your single-point-of-contact for all Direct Hire, Temp-to-Hire, and Temporary needs.

Only Pay for Results Don't risk countless hours and thousands of dollars trying to recruit with no guarantee of results. We only invoice our customers once they have an actual hire that has started work.

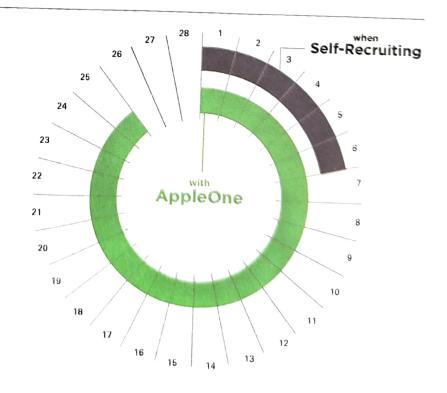
Quicker Hiring Maintain productivity by hiring immediately. Companies usually search on an as-needed basis; we are always sourcing and maintain an engaged pipeline of ready-to-work talent. Plus, our customers have the unique ability to self-search our national talent portal.

Standards You Can Trust You can feel confident in our talent and our processes. We combine the human precision of our highly trained Hiring Advisors with back-end operations ensuring compliance through ISO and IMAGE certifications.

Five-Year Investment Guarantee More than 50% of all employees who leave a new job do so in the first 12 months. If you hire on your own, this means you incur the time and expense all over again. We are so confident in our candidates that we back your investment for up to five years on both turnover and succession.

Exposure to the Widest Talent Market

68% of job seekers do not use job boards. The wider your regional exposure to qualified talent, the better hires you can make. The typical employer draws candidates from three to six sources. AppleOne draws talent from 25 or more sources. One of these sources includes our 200+ recruiting centers with Hiring Advisors who are incentivized to work as a team to get you the quickest result.



Together... We Win!

TEAMWORK MODEL

A dedicated Hiring Advisor assesses your needs onsite, benchmarks talent, then creates a recruitment marketing plan.

