



www.unlimitedlynx.com

Introduction

Unlimited Lynx Staffing is dedicated to providing today's leading companies with staffing and consulting solutions. We specialize in the placement of professionals to fill the short-term, temp-to-perm and full-time needs of our clients.

Our staff utilizes their experience and education to help fill your staffing needs in a timely and cost effective manner. Advanced degrees are common among our recruitment professionals and each specializes in a particular industry. This helps to ensure you work with a recruiter who custom tailors a strategy based on your specific needs and goals.

Unlimited Lynx Staffing is committed to helping our clients succeed. Whether you're supplementing existing staff via temps, or filling permanent positions, we'll help streamline your current process and provide added value to your company. Ultimately, we are confident in our ability to match our highly qualified candidates with your staffing needs.

Why Partner With Unlimited Lynx Staffing?

In today's rapidly changing business environment, efficient and effective organizations have the greatest chance of success. Unlimited Lynx Staffing will help increase efficiency in your company's hiring process with the help of our dedicated account managers. We cover numerous industries and are ready to prove to you that our quality, service, and track record are second to none.

At Unlimited Lynx Staffing we utilize effective talent acquisition services to locate and hire exceptional individuals. We provide fast, effective results at a competitive price while remaining flexible and reliable to our client. There is no cost to have us start looking for qualified candidates. During this time we do all of the work, saving you time and money, while enabling your company to attract the highest level of talent.

Unlimited Lynx has been a leading competitor in the staffing and recruiting industry since 2000. Our consistent results and intuitive business strategies have set us apart, helping us to become one of the fastest growing companies in the nation.

Unlimited Lynx Staffing Recruitment Strategy

Our team can quickly and effectively provide you with the best, most qualified candidates in minimal turnaround time. At Unlimited Lynx Staffing we do not waste your time by simply providing you with applicant's resumes; we carefully screen and select the very best qualified candidates. This helps eliminate "mismatched candidates" and saves you time and money. Our name and reputation took years to establish and we stand behind every candidate we present, every time.

Our managers and recruiters are constantly in contact with professionals in a wide range of industries. We have worked with companies to fulfill their needs in fields such as; Information Technology, Telecommunications, Accounting and Finance, Healthcare, Administration and several more. Our recruiters consistently work at gathering, recording, and updating information for each candidate in our database. This helps facilitate matching the skill set of potential applicants with the requirements of a particular position. All candidates are screened in the following manner:

- Initial phone interview
- Personal recruiter/manager interview
- Skills test
- Minimum of 3 references from prior jobs
- Drug Testing (if requested by client)
- Background checks (if requested by client)
- (additional screening upon request)

All new accounts are handled by Unlimited Lynx Staffing Account Managers. Account Manager's assure that each new account is properly cared for and specific needs are addressed. To help qualify and establish each new request for personnel, our initial requirements are:

- Client credit approval
- Detailed job description
- Specific billing rate or range
- Timeframe for interviewing
- Timeframe for start date
- Required clearances
- Direct feedback from hiring manager
- Feedback on candidates submitted for client review
- Position funding approved through HR or Purchasing

Our Promise To You

Our thorough screening and evaluation of all candidates enables us to guarantee each and every one of our contract employees for the first four days of work. If, for any reason, our client is dissatisfied with the employee during that time, we will replace that individual as well as withhold the invoice for any hours worked by said employee.

Interested in Exceptional Candidates?

Would you like to speak with an Unlimited Lynx Staffing Manager about an opening? We are happy to answer all questions and concerns. The last page of this packet contains a copy of the Unlimited Lynx Staffing Client Requirement sheet. Take a minute to go over this section prior to your phone call, as your Account Manager will be asking you these questions during the call. This initial collection of information allows our management team to review details regarding the open position, and enables us to quickly and effectively bring you the best solutions and candidates for your needs. Once you have taken the time to discuss the specifics of your job opening with an Account Manager, the Unlimited Lynx Staffing team can begin the process of successfully finding you a qualified, affordable staffing solution!

Employee Performance Evaluation

Unlimited Lynx Staffing employees are carefully monitored from the day we meet them. From their first day on the job, until they have completed their contract with you, we monitor progress by:

Constantly keeping in contact with the employee, monitoring how they are fitting in at their position, as well as discussing how the assignment is going in general.

Unlimited Lynx Staffing will contact our client after one week to assure and confirm that there is a good match. We then follow up with our client on a monthly basis, (more if necessary), to discuss employee performance and address any other questions or concerns.

Invoicing Policies

Our invoice will include employee's signed timecard(s), and all other pertinent information regarding the assignment. All invoices paid within 15 calendar days (net 15) upon receipt of invoice. We will, in certain circumstances, rework our invoicing policy to better suit your company's needs.

Unlimited Lynx Staffing Drug Screening Policy

Unlimited Lynx Staffing provides drug screening. We are able to provide urinalysis of all contract employees at the request of the client. Prior to drug screening, each applicant or candidate is required to sign a consent document. Refusal to sign the consent document by any applicant or employee will result in dismissal or refusal of their application.

Benefits for Contract Employees

The greatest assets that we possess at Unlimited Lynx Staffing are our contract employees. We take great care in providing them with all the support and resources they need. Company outings, lunches, dinners, and recognition for exceptional performance are just a few of the ways the Unlimited Lynx Staffing Team shows our appreciation. In addition, we are proud to offer an excellent benefits package. Our policy includes:

- Health Insurance
- Dental Insurance
- Vision
- Matching 401k
- Paid Vacations*
- Holiday Pay*
- Weekly Pay Periods
- Direct Deposit
- Pre-tax Deductions
- Referral Bonuses

* These benefits are available primarily for long-term contracts

Insurance and Liability

Unlimited Lynx Staffing will maintain all relevant insurance coverage on our employees working at the client site for the full term of the contract. Unlimited Lynx Staffing will be responsible for complying with all state and federal requirements pertaining to Unemployment Insurance, FICA, and Workers Compensation.

Unlimited Lynx Bank Reference

Citibank

836 Manhattan Avenue
Brooklyn, NY 11222

Contact: Edia Cruz, Business Bank Manager
(718) 433-2206

In Closing

By partnering with Unlimited Lynx Staffing, you will have the advantage of working with a reputable company that excels in locating the best professionals available. Our goal is to provide our clients with solutions that will save them time and money. This will ultimately increase profits, efficiency and productivity.

Unlimited Lynx Staffing truly appreciates the opportunity to present this proposal to you. Please feel free to call us at (718) 302-0369 with any further questions or concerns.

Frequently Asked Questions

Is contractual hiring advantageous to permanent hiring?

Most companies prefer to hire on a contract-to-perm basis over perm placement for certain positions because of costs, quality assurance, and convenience. Contractual employment through a staffing firm typically costs less than a permanent hire. The added benefit of contractual employment is an evaluation period during which the employee can be assessed, allowing manager to make informed decisions regarding appropriateness of permanent hire. Most corporations find this evaluation period to be of value when making long-term investment decisions about an employee. Additionally, outsourcing recruiting and personnel issues enables human resource departments to focus more on in-house needs.

Our company has an internal recruiting staff - Why should we work with Unlimited Lynx Staffing?

There is no cost for Unlimited Lynx Staffing to recruit potential applicants for an open position within your company. Utilizing our database, combined with recruiting techniques implemented by staff, we are able to showcase qualified applicants potentially unavailable to your internal recruiting staff. The additional applicants provided will only increase your applicant pool, thereby increasing your chance of hiring the most qualified candidate.

In addition, often times the hourly expense of companies' internal employee overhead is greater than our expense to you. Hidden costs of employees on a full-time payroll often times drive the overall cost of a full-time employee sky high. Payroll taxes, workers comp, unemployment insurance, liability insurance, payroll administration, 401K, stock options, health, dental, vision, vacation pay, holiday pay, sick pay, amongst other possible perks and incentives inevitably drive total cost of a full-time employee much higher than originally anticipated.

The ability to take advantage of a specialized recruiting firm, while limiting your expenses, enables you to immediately satisfy staffing needs. This keeps your initial expenses minimal, while conducting an evaluation period to help avoid unanticipated "human factor" issues before hiring potential applicants on a full-time basis.

We already use a staffing firm - Why should we add another?

Competition within free markets opens positions within your company. By adding to the applicant pool provided by your current staffing firm and/or internal recruiting staff, you will have the opportunity to review an increased number of qualified applicants for each job opening. With our competitive pricing structure and top tier applicant pool, we are confident that we will be able to provide highly qualified applicants who you'll seriously consider for hiring. If we don't quickly become your primary source of qualified applicants, the competition created by our involvement will force your current staffing firm to improve their service to you which benefits the consumer. The same theory applies to this situation. There is no cost to you for Unlimited Lynx Staffing to recruit qualified applicants.

I have an employment opportunity I want Unlimited Lynx Staffing to help fill. How does the process work?

The process starts by conducting a 10 minute phone conversation with an Unlimited Lynx Staffing representative. (See attached Client Staffing Requirement sheet). During this interview, details relevant to the open position are discussed. This discussion will help us determine the appropriate strategy needed to tailor a recruiting effort specific to your needs. Hiring timeframe, number of positions needed to fill and qualifications of candidates are some of the variables used to determine the specific hiring process for each open position.

Based on this strategy we will recruit and qualify potential applicants for the position and send their resume to you for review. Clients determine whether they want to be involved in the selection and interview process. Unlimited Lynx Staffing will handle selections and interviews if our client so desires. Upon selection of a qualified candidate, our client signs a Client Service Agreement and sets a start date for the applicant. Unlimited Lynx Staffing will make an offer to the candidate as well as plan all other logistics.

Do Unlimited Lynx Staffing employees or temps sign contracts?

Yes. All contract employees sign our Contract Employee Agreement, which stipulates the terms of employment.

Unlimited Lynx Staffing Client Requirement

Name of Company: _____

Start Date: _____

Number of Openings: _____

Position Title: _____

Job Description: _____

- How long is this assignment?

- If temp-to-perm, what is the anticipated salary or salary range?

- What is your target hourly billing rate for this assignment?
\$ _____
- Do you want to consider candidates who may exceed the billing rate or salary? (Y/N)
- When would you like to start interviewing (day, time)?

- What is the interviewing process?

- If the interview goes well, can he/she begin the assignment on Monday? If not, when would the start date be?

- When can we expect feedback from you on candidates submitted?

- Has this requirement been approved through Purchasing or HR? (Y/N)
- Do you foresee any overtime? Do you pay time and a half for OT? (Y/N) (Y/N)
- Does your company require any mandatory clearances, drug tests, credit checks, etc? (Y/N)

- Are there any companies you'd like our candidates to have experience from? (Y/N)