

# NELSON STAFFING

Full Service Recruiting Solutions



*Why Nelson? >>*

# Because . . .

## ***We Have Experience***

Nelson Staffing is the largest independent full-service staffing firm in Northern California and is ranked among the top 100 staffing firms in the nation. With over 35 years of experience and a proven track record, we are experts dedicated to providing exceptional talent and human resources solutions to local, regional, and national businesses. No one knows the staffing industry better than we do.

## ***We Are Your Partner for Success***

When we work with you, the first thing we do is get to know you. We believe that the time we invest early on works to the benefit of everyone and sets the tone for a lasting relationship.

We help you source, screen, and acquire talent for positions ranging from entry-level support to executive leadership in a broad variety of industries. We work with you to develop recruiting and hiring strategies tailored to your specific needs and goals. The Nelson team is your partner in shaping and managing the workforce you need to succeed.

## ***We Have Talent***

At Nelson, we want the most skilled, talented candidates to represent us. We are an industry pioneer in cutting-edge, innovative recruiting programs that locate top-tier candidates. Nelson's staffing experts personally interview each potential candidate and every candidate is rigorously screened, tested, and evaluated for on-the-job performance. Only the most thoroughly qualified candidates are presented to our clients. Your satisfaction is guaranteed. Period.

## ***We Are Dedicated to Quality***

For Nelson, client satisfaction is a way of life. For clients who use our staffing solutions regularly, we offer a unique quality review program through which we benchmark our performance. We'll do whatever it takes to achieve total client satisfaction. It's one of the reasons we're consistently recognized as a leading staffing provider.

## ***Industry-Specific Expertise***

For our clients in business arenas with unique staffing challenges, we have developed internal recruiting teams exclusively focused on locating specialized talent in the following areas: Human Resources, Contact Centers, Legal, Computer Games Software, and Wine Industry. Nelson's expertise is your business advantage.



*“Nelson Staffing has been a big part of our recruiting process. They've made it a priority to understand our needs and provide candidates who fit our unique culture. I am consistently satisfied with their level of service and quality of talent.”*

**— Restoration Hardware**

*In everything we do, we are committed to our motto of providing innovative and exceptional talent solutions. >>*

**NELSON**  
**STAFFING**  
Full Service Recruiting Solutions



# Recruiting Expertise

## STEP ONE: Finding the Right Talent

Nelson Staffing is an industry pioneer in developing cutting-edge, innovative recruiting programs. Our recruiting programs continue to be unique in the staffing industry and can be completely tailored to identify top-tier candidates for any client in any industry.

### Our Recruiting Team

**Internet Recruiting** Comprised of skilled recruiting experts, the Internet Recruiting team is trained to make the most of the Internet as a tool to locate and recruit qualified candidates.

**Regional Recruiters** Our regional recruiters are a team of dedicated professionals who focus on generating qualified candidates through field recruiting.



### Recruiting Process

- Targeted Recruiting
- Referrals by satisfied clients, employees, friends & relatives

### Our Recruiting Program

Referrals	Candidates referred by satisfied clients, employees, friends, and relatives
Internet	Proactive and reactive internet searches
	NelsonJobs applicants referred to branch offices
Regional Recruiters	Extensive database, colleges, job fairs, outplacements, professional associations, project recruiting, community-based partnerships, advertising, open interviews
Client Partnerships	Cobranding advertising, on-site recruiting and interviews, customized three-phase recruitment program

### Our Job Board

**NelsonJobs** is the premier career portal and job board dedicated to job seekers in Northern California. NelsonJobs provides unlimited job postings, applicant screening tools, access to hundreds of candidates throughout our geographic reach, and much more—all free of charge to Nelson clients.



# Screening Process

## STEP TWO: Making the Right Match

*“The candidates referred to us from Nelson Staffing have always been capable, reliable, and easy to work with. We have no hesitation in using Nelson for our future staffing needs.”*

**— Becoming Independent**

*Only one in four applicants meet our standards to qualify for placement. >>*

Nelson Staffing is proud of its reputation for matching qualified candidates to the appropriate job opportunity. We don't mass merchandise our candidates—we put great people to work one at a time. To ensure the right match between candidate, job, and employer, each candidate must undergo a rigorous assessment and evaluation process.

### **Our Process for All Candidates**

1. Application
2. Skills & Competency Identification
3. Generalized & Specialized Skills Assessments
4. Patterned Interview
5. Multiple Reference Checks
6. I-9 Verification
7. Nelson Orientation
  - Policies & Procedures
  - Safety
  - Pay & Benefits

### **Additional Screening Available on Request**

8. Drug Screen
9. Background Screen
10. Professional Credentials Verification

### **NelsonTest: Benchmarking Top Talent**

NelsonTest contains over 500 skills tests. And, we can create customized tests tailored to a client's specific needs. Below is a sampling of generalized assessments we can administer.

Computer Skills	Microsoft Office Suite, Netscape Navigator, Oracle, PeopleSoft, ACT!, Adobe Photoshop
Clerical	Language Skills, Spelling, Filing, Math, Data Entry, Typing, Proofreading
Technical	AutoCAD, Visual Basic, PC skills survey, MSW troubleshooting skills
Light Industrial	Math, Weights & Measures, Shipping & Receiving, QA Inspection, Forklift Operation, Basic Electronics, Food Production, Safety in the Workplace

In addition to skills testing for candidates, Nelson Staffing provides candidates with Web-based training opportunities using online tutorials.



# Full-Service Staffing Solutions

## **STEP THREE: Choose Your Options**

*“We’ve worked with Nelson Staffing for several years and are very pleased with their responsiveness and attention to our needs. They consistently provide high-caliber candidates and are proactive in helping us prepare for our busy season.”*

*— Jelly Belly Candy Company*

*Our business strengths work for your business advantage.*

From temporary employees to full-time, regular employees, from executive search to payroll service, Nelson Staffing offers solutions for all your human resources needs. In our flexible approach, refined by our experience with thousands of clients, we work with you to build long-term, sustainable staffing solutions.

### **Temporary**

Whether you need a temporary employee for just one day, for a special project, or for a longer term, temporary placement is the cornerstone of our business. Nelson Staffing is known for the outstanding quality of our temporary employees.

### **Temporary-to-Hire**

This is the perfect solution for clients who want to evaluate a candidate’s actual on-the-job performance before making a commitment to hire. And, it’s an ideal situation for candidates who want to assess a potential employer. Often used as the ultimate “try before you buy” it helps prevent costly hiring mistakes.

### **Regular Placement**

The recruiting experts at Nelson Staffing use our three decades of experience in finding the right people for the right job, along with our vast network of contacts and our own job board to find employees for all types of positions in all types of industries. From senior-level management at a winery to an entry-level assistant at a bank, Nelson Staffing does it all.

### **Executive Search**

We still provide the Executive Search capability that was our core service when Nelson first opened its doors for business more than 35 years ago. Our dedicated Search team specializes in the areas of Operations, Administration, Marketing, Sales, and Product Engineering. From C-Level to middle management, Nelson’s executive recruiters have access to the expert professionals you need to grow your business to the next level.

### **Payroll Service**

Nelson Staffing’s payroll service is for clients who choose to temporarily payroll selected employees. The client company provides the employee name and Nelson provides the paychecks, W-2s, and all expenses associated with employment and unemployment.

### **Vendor-on-Premise**

When a client chooses Nelson Staffing as the primary vendor for staffing and human resource solutions, our VOP program becomes a strategic partnership between Nelson and the client. The structure of the program can be tailored to a client’s specific needs and can be an invaluable extension of any organization’s HR department.



# Building Consultative Relationships

## Value-Added Services

*"We consider Nelson Staffing to be an important element of our long-term success. Rather than maintain the overhead of a large, full-time production staff we work with Nelson to augment our labor force. Their follow up is fantastic. Thanks, Nelson!"*

— *Fat Cat Scones*

Nelson Staffing believes in taking a consultative approach to every one of our client relationships. We work with each client to identify additional tools or products to enhance the suite of services we provide. By providing additional benefits to clients, we become more than a staffing firm—we're human resource partners. This approach is the foundation of our business and the reason for our success.

### **Online HR Resource**

*HRhome* is a membership-only Web site created *by* HR professionals *for* HR professionals and business owners who need additional HR assistance. Subscribers have access to tools and resources they need to perform daily HR responsibilities.

### **Online Time & Expense Management**

*NelsonTime* streamlines the time and expense reporting process for employees and their managers. Web-based, there are no paper faxes, time sheets, or expense reports involved. Managers can access the system from any browser and quickly approve time cards and employee expense reports. Payroll is handled efficiently and accurately, expense reimbursements are on time and correct.

### **Customized Invoices & Reports**

Many clients who use Nelson Staffing temporary employees rely on EDI-compliant, customized reports and invoices to track expenses and headcount. Some of the reports available are:

- Hours/Bill Rates
- Performance Evaluations
- Currently Working
- Exit Interview Summaries

### **Dedicated Safety & Risk Specialist**

The safety of our temporary employees while they are on assignment is of paramount importance to Nelson Staffing. To ensure the well-being of our employees, we have a full-time Safety Specialist on staff to conduct on-site safety evaluations, provide safety training to clients and employees, and supervise Worker's Compensation issues. Our clients appreciate our responsiveness to all safety issues.

### **Quality Review Program**

Nelson Staffing is committed to quality in all that we provide—service, products, and people. It's the key to our continued success and our long-term business relationships. We work with clients to tailor quality review programs that measure our performance on a regular basis. At Nelson, if you're not satisfied, we're not satisfied.

## Positions We Place

### **Administrative/ General Office**

Administrative Assistant  
Receptionist  
Executive Assistant  
Office Manager  
Mailroom Supervisor  
Mailroom Clerk  
Word Processor  
General Clerk  
Business Analyst  
Operations Manager  
Safety Administrator  
Procurement Specialist  
Data Entry

### **Banking/Mortgage/Title**

Branch Manager  
Financial Services Consultant  
Loan Processor  
Loan Closer  
Loan Underwriter  
Escrow Specialist  
Title Transfer Specialist

### **Marketing & Sales**

Desktop Publishing Specialist  
Art Director  
Business Development Manager  
Sales Representative  
Sales Assistant  
Director of Marketing  
Account Executive  
Event/Meeting Coordinator  
Graphic Designer  
Web Designer  
Market Research Analyst  
Marketing Communications  
Specialist  
Marketing Communications  
Manager  
Media Director  
Public Relations Specialist  
Public Relations Manager  
Proofreader  
Copywriter

### **Hospitality**

Events Manager  
Greeter  
Tour Coordinator  
Tasting Room Representative  
Front Desk Supervisor  
Banquet Server  
Special Event Coordinator  
Bar Back

### **Manufacturing & Production**

Facilities Supervisor  
Inventory Analyst  
Inventory Control Clerk  
Manufacturing Engineer  
Production Manager  
Mechanical Assembler  
Electronic Assembler  
Electronic Technician  
Machinist  
Maintenance Mechanic  
Shipping/Receiving Clerk  
Warehouse Supervisor  
Packer  
Janitor  
Material Handler  
Purchasing Clerk  
QA Technician

### **Contact Center**

Customer Service Representative  
Help Desk Representative  
Level 1 Help Desk Representative  
Call/Contact Center Supervisor  
Call/Contact Center Manager  
Level 1 Technical Support  
Shift Leader  
Quality Control Specialist  
Sales Representative  
Tele-Sales Representative

### **Human Resources**

Staffing Manager  
Safety & Risk Manager  
Change Management  
Recruiter  
HR Specialist  
HR Generalist  
Compensation & Benefits  
Specialist  
Benefits Administrator  
Employee Relations Specialist  
HRIS Specialist  
Labor Relations Specialist  
OD/Performance Manager  
Coaching/Training Specialist

### **Executive Search**

CEO  
COO  
President  
Vice President  
Director

### **Legal**

Case Clerk  
Records Clerk  
Legal Assistant  
Paralegal  
Legal Word Processor  
Document Reviewer  
Contract Admin Manager  
Docket Clerk  
Attorney  
Conflicts Analyst

### **Health Care**

Coding Coordinator  
Admitting Representative  
Medical Billing Specialist  
Medical Secretary  
Medical Laser Assembler  
Surgery Scheduler  
Transcriber

### **Insurance**

Account Manager  
Account Executive  
Claims Adjuster  
Claims Processor  
Marketing Representative  
Service Representative  
Underwriter  
Risk Analyst

### **Wine Industry**

Compliance Specialist  
Marketing Director  
National/Regional Sales Rep  
PR Director  
Wine Club Manager  
Special Event Staff  
Hospitality Staff  
Winemaker  
Production Manager  
Cellar Master  
Enologist  
Viticulturist  
QC/Laboratory Staff  
Cellar Crew  
Bottling Crew  
Crush Crew

### **Computer Games Software**

Game Developer  
QA Tester  
Quality Control Specialist

### **And more...**



*“Our long-term  
relationship  
with Nelson*

*Staffing is about more than  
providing workers. They have  
become business partners by  
making the time and effort  
to understand our company  
and our work requirements,  
and by providing the best  
employees for our environment.  
It is reassuring to know that  
when we reach out to Nelson  
Staffing we can be confident  
they will come through for us.”*

**— Trinchero Family Estates**

## Industries We Serve

AEROSPACE & DEFENSE  
AUTOMOTIVE  
COMMUNICATIONS  
EDUCATION & NONPROFIT  
ENERGY, UTILITIES & MINING  
ENGINEERING & CONSTRUCTION  
ENTERTAINMENT & MEDIA  
FINANCIAL SERVICES  
GOVERNMENT/PUBLIC SERVICES  
HEALTH INDUSTRIES  
HOSPITALITY & LEISURE  
INSURANCE  
INVESTMENT MANAGEMENT  
MANUFACTURING  
PHARMACEUTICALS  
REAL ESTATE  
RETAIL & CONSUMER  
TECHNOLOGY  
TRANSPORTATION & LOGISTICS

**And more...**

## The Nelson Family of Companies

**NELSON  
& ASSOCIATES**  
Financial Recruiting & Consulting

**Financial and Accounting Staff**  
Nelson and Associates is a professional services firm focused on full-time and executive search placement as well as placing consultants and temporary finance professionals.

**NELSON  
TECHNOLOGY**  
Recruiting & Contract Staffing

**Technical Staffing and Project Management**  
Nelson Technology is a technology recruiting and contract staffing firm providing professionals to perform business analysis, project management, Oracle application development, quality assurance, technical writing, Web development, and network operations.

**WorkforceLogic**  
Optimizing Your Workforce

**Workforce and Risk Management Solution**  
WorkforceLogic is an innovative workforce management company focused on risk mitigation, talent acquisition management, and contingent workforce planning.

**HRhome**

**Online HR Resource**  
HRhome is a membership-only Web site created by HR professionals for HR professionals. Subscribers have access to unique content, tools, and resources they need to perform daily HR responsibilities.

**NELSONJobs.com**  
Northern California's Premier Job Board

**Job Board**  
NelsonJobs is the premier career portal and job search engine for candidates in Northern California providing job posting and search capabilities as well as value-added career planning content. NelsonJobs is a talent sourcing partner to clients, providing unlimited job posting services.

**NELSON  
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Full Service Recruiting Solutions

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**Northern California's Largest Independent Full-Service Staffing Firm**