



# AIM Library & Information Staffing

## CONSULTING PERSONNEL

Sometimes you need an expert's advice to solve a problem. **AIM Library & Information Staffing's** consultants can help you define and develop a plan for solving your information problems. We can set-up or automate your information center or library, organize a collection of materials, or assist you with any project that requires the expertise of an information professional. Once our consultant has designed a plan to solve your information needs, we will provide a team of qualified people to put that plan into action.

### ADVANTAGES

- **Specialized Knowledge** AIM's consultants are experts who possess the ability to identify and resolve your information problems.
- **Management Experience** AIM's consultants are highly-skilled professionals with management-level experience and ability.
- **Objective Analysis** Our consultants offer you an objective viewpoint with fresh insights into a problem and its solutions.
- **Follow-Through** AIM's full-range of services, including temporary and direct hire personnel, can put a consultant's plan into action quickly.

### USING AIM'S CONSULTING SERVICE

Contact AIM. An AIM staffing specialist will arrange to meet with you to gather more information about your project. Once the project has been clearly defined, your AIM specialist will prepare a Consulting Agreement and Project Description. A consultant will be assigned to you and arrangements made to begin the project when we receive a signed agreement.

AIM consulting projects are broken into phases. Phase One is a written assessment. During this phase, the consultant analyzes your needs and prepares a report of recommended solutions. Phase Two and subsequent phases of the project normally consist of putting the consultant's recommendations into action.

### FEE FOR SERVICE

Cost for an AIM consulting project varies depending on the size and scope of the project, phases implemented, number of personnel, and the level of the consultant necessary. These details are specified in the Consulting Agreement and Project Description written for your project.

AIM candidates submitted to the client for consideration are subject to placement fees for six months after their submission, should they be hired by the client, its subsidiaries, or if run through other temporary agencies.

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## **TERMS**

Invoices are billed weekly with time summaries attached. Because AIM's invoices reflect payroll already paid, payment is due upon receipt. Finance charges may apply to invoices that are over 30 days old.

## **EQUAL EMPLOYMENT OPPORTUNITY**

AIM is an equal opportunity employer. AIM refers candidates in accordance with our company policy. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Personal data submitted by AIM on its employees is highly confidential and for the client's lawful personnel use only.

## **FOR MORE INFORMATION**

To place a personnel order, or for more information, contact AIM toll free at **877-965-7900**.

Visit our website at **[www.aimusa.com](http://www.aimusa.com)**.