



AIM Library & Information Staffing

DIRECT HIRE PLACEMENT SERVICES

Are you spending your valuable time bogged down in recruiting activities and interviewing inappropriate candidates? Wouldn't it be nice if the most difficult choice you had to make was which one of two or three great candidates you liked best?

When you have an information or library position to fill, join hundreds of other companies who, since 1984, have turned to **AIM Library & Information Staffing** for help. You can discuss the skills, experience, education, and other position requirements with our staffing specialists. We will then begin searching for appropriate candidates. As outstanding people are identified, we will submit selected resumes and arrange interviews for you. Most importantly, you are under no obligation until you find the right person for the job.

ADVANTAGES

- **Qualified People** AIM pre-screens all applicants for you, so you spend time interviewing only the most promising candidates.
- **Large Selection** Our continuous recruiting efforts give you access to a larger pool of qualified people through AIM.
- **Cost-Effective** AIM's Direct Hire Placement Services let you search a large group of qualified candidates at no cost until you find the right person for the job.
- **Experienced** Take advantage of AIM's expertise to fill your staffing needs. Our staffing specialists are trained to find the right person for the job.

USING AIM'S DIRECT HIRE PLACEMENT SERVICES

Contact your local AIM office. Our specialists will work with you to determine the salary, experience, skills, and other requirements necessary for the position.

FEE FOR SERVICES

Once you have selected the AIM candidate who is right for your organization, we bill a percentage of the salary negotiated between you and the AIM candidate. The fee, whether for a full-time or part-time employee, is based on a full-time, annual salary for the first year. Check with your AIM representative regarding current fee schedules.

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

The placement fee is invoiced on the day our candidate begins work. Invoices are due upon receipt. Finance charges may apply to invoices that are over 30 days old.

GUARANTEE

We work hard to find the most appropriate, qualified, and available personnel for the job. Clients have the ability to review resumes, interview pre-screened candidates, and try out candidates on a temporary basis in some cases before the final hiring decisions are made. In the event, however, of turnover for any reason within the first 90 days, we will make our best effort to supply additional candidates at no charge within a reasonable period of time. Clients must notify their AIM representative within 3 days after the separation of the employee for the guarantee to be in effect.

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**.