



# AIM Library & Information Staffing

## EXECUTIVE RECRUITMENT

**AIM Library & Information Staffing** provides unique and specialized services in finding top-level executives and management personnel with information and/or library specific backgrounds.

AIM offers a professional and proven approach to meet the challenges of executive recruitment for specialized positions. We use our extensive professional network and contacts to obtain quality candidates and desired results.

Our services include:

- Developing a profile of the ideal candidate
- Assisting the client in the development of a targeted recruitment package
- Providing a highly qualified and diverse candidate pool
- Conducting a thorough and open recruitment process (maintaining confidentiality if desired)
- Screening and interviewing appropriate candidates
- Conducting informal and confidential reference checks
- Identifying and presenting top candidates
- Helping to negotiate a successful compensation package

At project commencement a non-refundable retainer fee of is required. Upon the successful hiring of a candidate, a placement fee is charged based on a percentage of the annual salary.

## AIM BACKGROUND AND REFERENCES

AIM Library & Information Staffing is a niche personnel firm that has specialized in library and information personnel since 1984. We are a woman-owned business that is in the forefront of our field.

AIM is staffed internally by professional librarians with prior work experience in special, public, and academic libraries. Because of this experience, AIM's internal staff is able to accurately assess client needs and identify personnel with the requisite skill sets to match these needs.

A sampling of successful executive searches include: Amgen, Stanford University, Chapman University, University of California, UC Riverside, Hewlett Packard, and Cerro Coso Community College. A list of AIM References is available upon request.

## ADVERTISING

A marketing recruiting plan will be planned and implemented. All advertising expenses will be paid for by the client. Advertisements will identify AIM as the contact for resumes. In this manner, AIM will handle all pre-screening and inquiries.

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## **RECRUITMENT PROCESS**

The AIM staff will be responsible for identifying and presenting candidates, tracking the process and handling office support as needed. This includes searching AIM's private database for potential candidates; conducting a national search by phone, personal referral or other means; responding to all applicant inquiries; receiving and reviewing applications/resumes. AIM will screen all applicants and submit only qualified and appropriate candidates. AIM warrants that it will perform its work according to generally accepted professional practices, standards and the requirements of applicable federal, state and local laws.

The client shall designate specific contacts to represent them in receiving candidate resumes and in handling all aspects of the recruitment effort on the client's behalf. The AIM staff will be in regular contact with the designated client contact. The client will handle all travel costs associated with candidate interviews. Communications between AIM and the client will be handled in a timely manner to expedite the hiring process.

AIM shall maintain the confidentiality of the client as directed. The client shall provide AIM with a copy of the offer letter before the start date. In rendering services under this agreement, AIM shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, physical or mental disability, race, religion, or sexual orientation.

## **PAYMENT AND CANCELLATION**

Payment terms are net 15 days upon receipt of an AIM placement invoice. Expenses that have been pre-approved for reimbursement by the client and AIM will also be billed to the client. Proper documentation for these expenses will be included with the invoice.

All candidates submitted by AIM will be considered AIM candidates for up to one year after the contract is terminated. Should the client desire to hire any AIM candidate as part of their regular staff or of their subsidiaries within that one-year period, the client will be responsible for paying AIM's placement fee.

Either party upon 15 days written notice to the other party may cancel this project. The project will begin upon AIM's receipt of a signed Recruiting Services Agreement and Retainer (non-refundable).

## **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)**.