



AIM Library & Information Staffing

TEMPORARY PERSONNEL

When you have temporary staffing needs, **AIM Library & Information Staffing** can help. Whether you need someone to fill-in for a vacation, maternity leave, a special project, or while recruiting, our pool of qualified temporary employees are ready to work for you. Information and library personnel specialists since 1984, AIM is expert at supplying our clients with experienced temporaries of all levels, including information professionals, librarians, records managers, library assistants, and clerks.

ADVANTAGES

- **Qualified People** AIM focuses on recruiting qualified, experienced information and library personnel. We pre-screen and personally interview every applicant to ensure that you get the right person for the job.
- **Cost-Effective** AIM temporaries can help you manage varying workloads by allowing you to expand and contract your staff size and pay only for what you need.
- **Specialized Knowledge** When you need temporary help, it's nice to know you can talk to someone who understands your special needs. Our staffing specialists are information professionals who know the importance of finding the right skills for the job.
- **Quick Service** When you need help, you need it now! AIM's large pool of temporaries enables us to quickly find the most qualified and available people.

ARRANGING FOR AN AIM TEMPORARY

Contact your local AIM office. Our staffing specialists will discuss your needs to determine the experience and skills necessary for the position. Appropriate candidates will be identified and resumes will be provided. After your review, you may select candidates to interview.

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.

FEE FOR SERVICE

Rates for AIM temporaries vary according to the education and level of experience you require. You are billed only for the hours your AIM temporary works. AIM handles employee taxes, liability insurance, and workers' compensation.

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TERMS

Invoices are billed weekly with time sheets 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.

CONVERTING AN AIM TEMPORARY EMPLOYEE TO A DIRECT HIRE

When you wish to directly hire an AIM temporary employee, a discount on the Direct Hire fee is available. The fee is discounted according to the number of hours worked (see the Conversion Chart below). The conversion fee, whether for a full-time or part-time position, is a percentage of the first year's annual, full-time salary.

CONVERSION CHART	
Hours worked as temporary	Percentage of salary
000 to 200	20.0%
201 to 300	18.0%
301 to 400	16.0%
401 to 500	14.0%
501 to 600	12.0%
601 to 700	10.0%
701 to 800	8.0%
801 to 899	5.0%
There is no fee after 900 hours.	

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.