

INTEGRIS STAFFING SOLUTIONS

Dedicating to helping your business succeed and meet the needs of your customers.



It Is Our People That Make The Difference

Experience The Integris Staffing Solutions Difference

QUALITY associates . Unmatched SERVICE . A COMMITMENT to your success

focus



Through relentless customer focus, winning people practices and outstanding performance, we created great service that meets the needs of our customers. We continually measure our success by benchmarking our performance against key metrics: customer satisfaction, market share gains, economic value added and associate retention.

Relentless.

This single, powerful word best describes our focus on our customer. Every action we take starts with the customer. Our customer is the primary focus of our initiatives, plans, and actions. Before any new implementations we ask the critical question: How will this action create value for our customer?

Each and every Integris Staffing Solutions associate takes time to clearly understand each of our customers needs. Every customer relationship is measured continuously, and consistent improvement represents a significant portion of each associate's performance assessment. Our ultimate measurement of customer satisfaction is our superior performance relative to our competitors. Our goal is to provide service to our customers that cannot be matched.

We believe that if we do a great job understanding and meeting the needs of our customers, we will win in the marketplace.

people

The best.

That's the way we describe our people.

Winning People Practices are the key to attract, develop, motivate and retain the best people. When you have talented people, great things happen. So we put a great deal of effort into attracting the best Associates for our customers. We focus on the whole person; their skills, experience, education, training and professionalism. We aim to place associates in an environment where they can thrive. This goes beyond what our competitors are doing. Our approach is to offer our people highly competitive, exciting career opportunities and an empowering workplace to bring out the best in them.

It takes more than just competitive pay to create an outstanding team. Building the right team means that you have all the right people in the right positions within your company functioning in areas where they are committed to helping your company reach all of its goals.

There is a true partnership among our people that has led to significant growth at our company. It's all about people helping people to make Integris Staffing Solutions and their customers the best they can be.



ABOUT INTEGRIS STAFFING SOLUTIONS



Integris Staffing Solutions is a privately owned staffing services company Headquartered in Grapevine, Texas. We have more than 35 years experience matching great employees with great companies. We pride ourselves on partnering an individual's skills and interests with a company's specific team dynamics and changing needs. For employers, this means less wasted time and money on the hiring process and accurate placements leading to a more productive working team. For employees, we offer the inside connection

to top employers. Let us complete your search by placing you in a great job! We are dedicated to improving the bottom line of each of its customers by quickly and accurately providing temporary, temp to perm or permanent staff whenever they need them.

We understand that competing successfully in the staffing industry requires specific industry knowledge, solid experience and the ability to provide service that goes beyond the expected. We begin all of our engagements by establishing and cultivating a unique relationship between our clients and our organization.

Our primary objective is to provide quality-staffing services that will enable you to continue provide the level of service that your customers have come to expect. To accomplish this, we do what we can to gain a thorough understanding of your organization and its operation so that we can provide professionals who meet and exceed your expectations.

Integris Staffing Solutions Mission Statement

At Integris Staffing Solutions it is our goal to provide staffing services to each of our customers that are highly personalized and specifically designed to meet their staffing needs. We intend to fulfill this mission by giving extra efforts and attention to customer service, customer satisfaction and specifically addressing the unique and individual needs of each customer.

It is also our goal to enthusiastically provide services beyond expectations through sound business practices, innovative thinking and outstanding people. We promote strategic alliances with our clients by listening and providing solutions for their changing needs. We offer our employees a challenge for personal growth, which helps us attract and develop talented individuals, acknowledge the greatness within them and reward their contributions.

It is our people that make the difference for your company!



What can we do?

Integris Staffing Solutions will provide only the most qualified personnel...from light industrial, (**semi-skilled/skilled**), **administrative/clerical, technical, professional, hospitality, banking and finance, and insurance**. We also provide our contract personnel the opportunity to go permanent through our flexible temp to hire conversion plan.

We are flexible and cost effective.

Labor costs account for a considerable portion of your company overhead affecting your bottom-line profitability probably more than any other single factor. Extensive studies by major corporations have proven the cost effectiveness of utilizing qualified temporaries in place of full-time employees. Particularly in situations where workloads may range from slow to peak, companies may be supporting more permanent employees than are actually required, and consequently, be carrying a much larger payroll than necessary. By using temporary personnel you will pay only for the actual productive hours worked. Workloads will be covered at all times and your company will see increased profitability and bottom-line cost savings.

All Integris Staffing Solutions associates are paid for actual hours worked and are insured under worker's compensation and liability insurance covering bodily injury and property.

Integris Staffing Solutions expertise, personalized service and fee flexibility make us an invaluable asset in your hiring decisions.

How do we do it?

We listen to our clients and our candidates. We do not assume – **We Ask!!!** Naturally, each associate Integris Staffing Solutions refers to its client is extensively screened, interviewed and reference checked.

The Integris Staffing Solutions difference is our proven expertise in making solid matches. The proper employee for any position is much more than can be represented on a resume or application. Screening candidates and matching them to the appropriate position is our only business. **The experience of our staff is an integral factor in our success.**

In this competitive market you will find that we are easy to work with. We offer flexible terms, rates and fee schedules without ever sacrificing quality of service. We are so confident in our ability to provide the best-qualified candidates, and service unsurpassed in our industry, that we guarantee it!

Successful Recruiting Plan and Methodology

Integris Staffing Solutions has developed an aggressive recruiting methodology that has created an extensive pool of available personnel throughout the country. This network of qualified personnel, which have been developed through job fairs, interactive online recruiting, referral programs and industry contacts have given us the ability to know who is seeking new positions, looking for temporary work, or simply keeping their options open for new opportunities. We are usually the first to know when a person is seeking a new position; giving us the ability to staff projects in a relatively short period of time with qualified personnel local to the area.

To assure all of our personnel are of the highest quality and match the requirement you set forth, we pre-screen every candidate through a series of phone, and in-person interviews, reference checks, and training compliance prior to a candidate being submitted to you for consideration. Depending on the nature of the work and position, we require each candidate to either complete a detailed phone interview and/or meet us in person to review all of their qualifications and background.

Candidates are required to provide us with detailed references and employment history to confirm their skills and history in depth. When appropriate, once a candidate has successfully completed our pre-employment screening process, each agrees to submit to a 10-panel drug screen to assure we are providing competent personnel for review and consideration. Once we complete our pre-screening process, candidates are submitted to you for consideration or to simply begin working.



STAFFING SERVICES THAT FIT *your* STAFFING

At Integris Staffing Solutions we understand that your staffing needs are unique to your company. So we offer a wide range of staffing solutions to meet your specific staffing needs and that are centered on solving your specific staffing requests. Our strengths are QUALITY associates, unmatched SERVICE and a COMMITMENT to the success of each of our customers.

TEMPORARY STAFFING SERVICES:

- **Special Projects (Short Term or Long Term):** Outsourcing special projects of a defined length can help your business determine up front costs. Plus the temporary associates working on your project can focus their attention on the project at hand and move on to its completion. The hassle of finding professionals who will only work for a limited time can be eliminated when you allow us to staff your special projects.
- **Relief Staff:** *"Its vacation time and I will be gone for 2 weeks"*. Most companies try to do what they can to manage the many vacation requests that they receive from their support personnel. Shuffling the workload around to compensate for a missing team member can be tough. At Integris Staffing Solutions we can help to eliminate the headaches and worries that arise from support personnel who will be out of the office for a short time.

Last Minute/ Emergency Staffing Services:

- At Integris Staffing Solutions we understand that unforeseen staffing issues arise without notice in companies like yours. We have designed a service specifically targeted towards solving this problem for you. If for any reason someone within your company cannot come to work, simply call us and we will have a temporary at your work site in as short as 1 hour from the time you call. This allows for little or no disturbance to your business.



TEMPORARY TO PERMANENT STAFFING SERVICES:

Finding the right person who not only does a good job but also fits well in your company can be very challenging. It takes time to find out if newly hired professionals will be a long-term fit. At Integris Staffing Solutions we offer Temporary to Permanent Staffing services. Temporary to Permanent Staffing allows your company to assess a candidate's fit for a position before offering them for a permanent position.

PERMANENT STAFFING SERVICES

High performing employees are generally not actively looking for jobs. They do not take aggressive measures to market themselves. However, most of them will consider new career opportunities. These are the candidates that we provide our clients. At Integris Staffing Solutions we take pride in identifying and evaluating candidates for open positions at companies such as yours. We are able to separate high performing employees from those who are average in skill sets with our four-step process. If you have a strong commitment to excellence in the staff you hire, we can help you. We don't believe in sending you a lot of candidates... we'll send you the right candidate who will do the job effectively.

Staffing Services Features and Benefits

STAFFING/ PAYROLL SERVICES

Temporary Staffing Services . Temp To Perm Staffing Services
Direct Hire Staffing Services . Employee Payroll Services

BENEFITS

Reduce Employment Costs:

- No liability insurance covering contractor actions
- No paid time off, such as: holidays, vacations, sick time, and personal time
- No administrative costs for hiring such as: advertising, recruiting, interviewing, checking references, and processing employment paperwork
- No payroll withholdings and deductions to collect, pay, administrate, and report
- Less training and supervising costs

Staffing Flexibility:

- Match your staffing levels with your workload and project requirements
- Maintain company structure through short-term projects
- Quick hiring process vs. lengthy permanent placement cycle
- Avoid ballooning your permanent staff for project needs
- Option to terminate contractors at any time

Sole-Source Staffing Ability:

- Decrease number of vendors to manage
- Reduce your administrative responsibilities
- Simplify staffing fulfillment process
- One-stop shopping for all your staffing needs
- Expand your staffing alternatives

Eliminate Payroll Tax Issues:

- No W-2 hiring process
- Eliminate federal and state taxes and insurance responsibilities
- No employee IRS reporting on contract labor
- No year-end W-2 administration hassles
- Avoid having to remain current on all tax laws and regulations
- Avoid exposure to government non-compliance penalties and fees (1099)



Industries and Areas of expertise

At Integris Staffing Solutions we have a staff of recruiters and support personnel who approach staffing from a proactive perspective. Our recruiting personnel constantly search for the very best candidates on the market. Candidates who has proven abilities and who will meet the needs of companies like yours. We are experts at utilizing the proper tools to find, test and select the very best candidates that the market has to offer.



✓ **Clerical & Administrative Staffing Services**

We provide **administrative staffing services** in an array of areas. These include, but are certainly not limited to, executive administration, general clerical staffing, data entry, typing and secretarial, customer service, operations and collections.

With an in-depth understanding of the needs of our employer clients, our administrative staffing and recruiting specialists fully screen potential administrative and clerical staffing employment candidates, ensuring that they possess the basic skills required by our clients. Some of the primary software applications with which candidates must be familiar are Microsoft Word, Excel, Access, Internet browsers and others.

For those seeking clerical or administrative employment opportunities, we provide temporary, temp-to-hire and permanent placement jobs for skilled individuals.

Office Clerical Services

Administrative Assistants, Executive Assistants, Customer Service Representatives, Legal, Data-Entry Operators, Receptionist/Switchboard Operators, Database Administrators, Desktop Publishing, Sales (Outside and Inside Sales), Marketing, Trainers

✓ **Banking/ Financial Staffing & Accounting Staffing Services**

We provide financial **staffing services** across a wide spectrum of finance-related positions, including accounting, financial planning, payroll, business systems management, tax consulting, auditing, financial reporting and documentation, cash management, basic bookkeeping, and many others.

Our financial staffing services are facilitated by finance and accounting recruiting specialists with a thorough understanding of the industry, which in turn allows us to provide top-flight financial and accounting employees on a temporary, temp-to-hire and permanent placement basis. We can also assist in finding skilled accounting and finance professionals who are adept at various industry-standard accounting software programs such as QuickBooks, Peachtree, Quicken, Turbo Tax and others.



Specializing in the recruitment and placement of:

Accountants, Bookkeepers, Clerical accounting, Financial Associates, Treasury Associates, Bank Tellers, Personal Bankers, Banking Center Branch Managers, Loan Officers, Lock Box Specialist, Bank Executives

✓ **Industrial Staffing & Warehouse Staffing Services**

Our industrial labor staffing agency provides labor and **industrial staffing services** in a variety of areas, including general labor, light industrial, warehouse, forklift operation, manufacturing, automotive, aviation, construction, petroleum chemical and many others.

Employers often seek temporary employees for light industrial and labor positions, ranging from warehouse employees and forklift operators to mechanics and construction workers who can assist with specific projects. Our labor and industrial recruiting specialists draw from a large pool of hard-working and reliable individuals who can assist with such projects, or who will be willing to work on a temp-to-hire or permanent basis, if desired.

For those seeking labor and industrial job opportunities, we offer an array of labor, construction and industrial employment opportunities resulting from daily requests from our clients.

Light Industrial Services

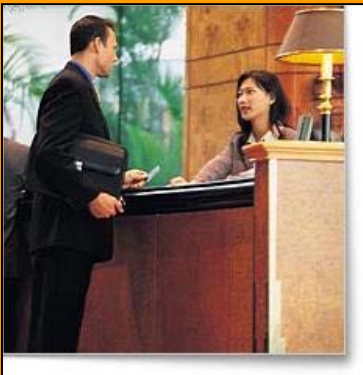
Assembly Workers, Food Services Employees, Maintenance Technicians, Materials Handling Technicians, Packaging and Picking Employees, Shipping and Receiving Workers, Quality Control Specialists, Forklift Drivers and much more.

✓ Information Technology & IT Staffing Services

We provide **IT staffing services** for clients seeking highly qualified technical engineers, programmers and hardware and software specialists. Just a few of the areas in which we work include technical engineering, telecommunications, software application development, network and systems management, database development, IT consulting, technical writing, software testing and many others.

The software packages, operating systems, coding skills and programming languages with which our highly qualified IT staffing candidates are expert include C++, Cobol, XML, HTML, SQL, Linux, Microsoft IIS, .NET and literally a myriad of others. Additionally, our information technology recruiting and staffing specialists are intimately familiar with the IT industry and assess each candidate's technical skills prior to including them in our pool of resources.

For those highly skilled IT professionals looking for IT employment opportunities and jobs, we offer temporary, temp-to-hire and permanent placement job opportunities.



✓ Hospitality Staffing Services

Our hospitality staffing services provide **restaurant, hotel and other hospitality staffing services** in a variety of areas. Among the positions for which we provide qualified individuals are chefs, kitchen help, general hotel staff, general restaurant staff, restaurant management, airline personnel, and many others.

Our hospitality recruiters and staffing specialists are quite familiar with the airline, restaurant, hotel and general hospitality industries and can therefore make the process of filling temporary, temp-to-hire and permanent placement positions as easy and efficient as possible. For those looking for employment opportunities in hospitality, we offer an array of restaurant jobs, hotel jobs and airline jobs, with positions updated on a weekly basis.

Hospitality Services

Restaurant Workers, Food Services Employees, Banquet Services, Bartenders, Cooks, Hosts and Hostesses, Housekeeping, Night Audit Specialists, Customer Service Representatives, Front Desk Associates, Valet Drivers/ Parking Attendants, Dishwashers, Sales Representatives, General Managers, Marketing Professionals and much more.

✓ Business Staffing and Executive Staffing Services

Our executive staffing services provide business and executive staffing services for a wide range of office and business-related positions. Positions for which we provide staffing services include, but are not limited to, executive positions such as CEO, CIO, CTO, COO, among others, as well as management positions, international business, economists, statisticians and a myriad of others.

Our business staffing and recruiting professionals are extremely well-versed in executive and business recruiting and thus provide thorough screening and evaluations to ensure that candidates are very highly qualified before interviews even occur. For those executives and business professionals seeking business jobs and employment opportunities, we receive a steady flow of updated employment opportunities and we then regularly communicate those openings to our associates for their convenience.

We care about the success of your business. Give us a call today and



Rates Fees for our services and Guarantees

(All Fees and Guarantees may be negotiables)



DIRECT HIRE PLACEMENT SERVICES

Direct Hire Fee Rate:

15% Direct Hire Fee (Negotiable) Based in the selected associates annual salary. Our direct hire fee percentage fluctuates depending on the types and number of positions you would like for us to staff.

Typical Payment Terms: Net 20

Service Guarantee:

We offer a 90 day body back guarantee. Our guarantee states that if for any reason to person that you hire from our company quits or is terminated we will replace that associate within 45 days at no additional cost to your company. If we cannot replace the associate within 45 days from the date of departure we will refund the fee at a rate of 1/90th per day for everyday remaining of the guarantee. All direct hire fees are guaranteed provided to fee is paid within 30 day of the start date of the selected associate.

TEMPORARY AND TEMP TO PERM STAFFING SERVICES

Temporary and Temp to Perm Fee Rate:

45 - 55% Mark-up based on the selected associates hourly pay rate and Workers Compensation Rate.

Typical Payment Terms: Net 20

Service Guarantee:

We offer a 4-hour guarantee on all Temporary to Permanent associates. Our guarantee states that if for any reason you feel within the first 4 hours that the selected associate will not be able to meet your staffing needs simply contact us and we will remove that associate from the assignment a will not bill your company.

Cost Coverage:

We cover all recruiting, background checks and employee costs (Tax withholdings, matching taxes, workers compensation, general liability, payroll)

STAFF PAYROLL SERVICES

Staffing Payroll Fee Rate

40- 45% Mark-up based on the selected associates hourly pay rate and Workers Compensation Rate.

Typical Payment Terms: Net 20

Cost Coverage:

We cover all recruiting, background checks and employee costs (Tax withholdings, matching taxes, workers compensation, general liability, payroll)



EXPERIENCE THE INTEGRIS STAFFING SOLUTIONS DIFFERENCE

CONTACT US TODAY FOR THE SERVICES THAT YOU NEED.

Integris Staffing Solutions

CORPORATE HEADQUARTERS
901 W. Wall Street Suite 105
Grapevine, Texas 76051
Phone: 817-210-6202
Fax: 817-796-1039
Email us: info@integrisstaffing.com

CORPORATE OFFICE MAILING ADDRESS
PO Box 2887 . Grapevine, Texas 76051