



## Contract Staffing Services

CareerPro, Inc. serves its client companies by providing them with a reliable single source for their staffing needs. CareerPro, Inc. offers a broad spectrum of staffing services and can recruit for:

- Direct placements
- Contract staffing
- Temp-to-direct conversions
- Retiree re-staffing
- Internships/co-ops

### Common Situations in Today's Business Environment

Many companies are utilizing a variety of staffing alternatives in today's business environment. Contract staffing often provides the flexibility needed to accommodate a changing economy. CareerPro, Inc. can provide candidates for contract staffing; and through Top Echelon Contracting, those candidates can be assigned to work at your facility. Top Echelon Contracting actually becomes the employer and handles all the administrative and paperwork issues tied to assigned employees. You may want to ask yourself a few questions to see if contract staffing is the solution for you.

Industry demand for contract staffing continues to grow. Here are some of the most common

Do you have a hiring freeze now that prohibits you from hiring someone?

Do you have a special project that you need to complete?

Do you need to reduce tax risks associated with 1099 independent contractors?

Do you want to evaluate a candidate's skills prior to offering employment?

Do you need workers to keep up with the demand, but don't want to add an employee to your staff?

Do you want to avoid layoffs and bad press?

reasons why companies of all sizes use contract staffing services:

- 1) **Staffing Flexibility** - Provides a flexible supply of workers and allows you to effectively match your workload to the workforce.
- 2) **Budget Constraints** - Funds for contract staffing services usually come from a different pool of money. As a result, your company may be able to use an alternate budget to bring on contractors and still get the job done even when your company is experiencing a budget constraint.
- 3) **Headcount Issues** - If your company is experiencing a hiring freeze, why not consider contractors?
- 4) **End of Assignment Flexibility** - When your requirements diminish, you can easily adjust your labor supply. No layoffs, bad press, or lasting labor burden.
- 5) **Utilize for a Specific Project or Purpose** - Contractors can be utilized for a specific purpose or specific project. This arrangement is ideal because the contractors are available as needed.
- 6) **Immediate Availability** - Unlike direct candidates, temporary or contract candidates are





typically available on short notice. Usually within days of your “announcement of need.”

- 7) **Try Before You Buy (Temp-to-direct)** - Contracting provides an opportunity to “test drive” a potential direct hire before you make a long-term commitment.
- 8) **Avoid IRS Scrutiny From 1099 Issues** - In recent years, the IRS has begun to realize the large sums of potential tax revenue they are losing due to misclassified 1099 independent contractors who should be employees. The employee tax deductions include: federal and state income tax, and Social Security and Medicare. Top Echelon Contracting handles all the administrative and paperwork issues and pays the necessary employer taxes, including Social Security and Medicare, federal and state unemployment tax, and Workers’ Compensation premiums.

## Why should you outsource your contract staffing?

Top Echelon Contracting, Inc., provides the administrative and financial services for contract placements. **CareerPro, Inc.** will be your main point of contact for all of your recruiting needs. Top Echelon Contracting becomes the employer for the candidate recruited by **CareerPro, Inc.** and selected by you. Top Echelon Contracting handles the payroll, taxes, insurance, benefits, invoicing, and all other administrative matters. By combining the recruiting skills of **CareerPro, Inc.** with the contract staffing services of Top Echelon Contracting, **CareerPro, Inc.** can offer full-service staffing and unsurpassed value to clients.

## Simple weekly process

Top Echelon Contracting’s weekly process for companies is extremely easy! Authorize billing by signing a weekly timesheet and pay a simple invoice. Expense reimbursements are also handled through Top Echelon Contracting’s payroll department. All employee and employer taxes and withholdings are processed by Top Echelon Contracting according to federal and state guidelines.

## Wide range of benefits for contractors

Statistics have proven that employers have greater employee retention by offering quality benefits. As the employer of all assigned personnel, Top Echelon Contracting pays its employees on a weekly basis and offers them the following optional benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) savings plan
- Accidental death and dismemberment insurance
- Disability Insurance
- Cancer Insurance
- Accident Insurance
- Hospital Indemnity Insurance



## Insurance protection for every situation

In today's business environment, insurance coverage should be a necessary requirement for every contractor working at your facility. Top Echelon Contracting carries a comprehensive package of insurance. This package includes:

<b>Commercial General Liability</b>	\$1,000,000 per occurrence; \$3,000,000 in the aggregate
<b>Professional Liability</b>	\$1,000,000 per occurrence; \$3,000,000 in the aggregate
<b>Commercial Excess Liability</b>	\$5,000,000 combined single limits
<b>Hired/Non-Owned Auto Liability</b>	\$1,000,000 combined single limits
<b>Employee Dishonesty Bonding</b>	\$1,000,000 combined single limits
<b>Employers' Practices Liability</b>	\$1,000,000
<b>Employee Forgery Bonding</b>	\$25,000

## Available resources

**CareerPro, Inc.** offers a wide range of staffing services for companies of all types and sizes throughout the United States. **CareerPro, Inc.**'s staff consists of experienced recruiters and Top Echelon Contracting's staff consists of trained professionals in accounting, human resources, legal and payroll departments. Together **CareerPro, Inc.** and Top Echelon Contracting can meet all of your critical talent requirements.

**To enlist our help in supplementing YOUR staffing services or for more information please contact:**

### Recruiting Service Provider

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### Contract Staffing Provider

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