



Career Personnel has an excellent hiring process that is based on detailed evaluations from the employer and candidate to ensure you get the right candidate for the job. We monitor market trends and conditions as well as wage and benefit trends to help every client understand the current hiring environment.

The following is our basic five-step process for identifying quality candidates. This process is our foundation which we then customize to meet the needs of each Employer.

1. Employer Evaluation

One of our Account Executives will gather directly from the client the information needed: employer expectations, job requirements, work environment, corporate culture and all screening criteria.

2. Candidate Search

Career Personnel utilizes a variety of resources to seek quality candidates, including printed, digital and social media outlets. Each candidate is pre-screened and qualified by telephone before they are given the opportunity to go through an extensive interview with one of our Account Executives.

3. Filtering Candidates

After a candidate has interviewed with Career Personnel, our team screens each one by work history, skill sets, testing, attitude, drug testing (if requested), criminal background checks and credit checks (if requested) using the employer evaluations.

4. Candidate Selection

After our team performs its candidate evaluations, we will choose those we find to meet the employer's expectations. We then schedule a time for them to interview with the Employer, by phone or in person.

5. Performance Evaluation

Career Personnel wants to ensure that both the employer and new employee are satisfied with the placement. We communicate early after the employee has started work to verify that the Employer expectations have been met. This communication gives us an opportunity to address each expectation on the part of the employer and on the part of the employee.