

RECRUITMENT GUIDEBOOK

THE BOLTON GROUP

CONTRACT BENEFITS GUIDE

THE PEOPLE SOURCE FOR
ACCOUNTING & FINANCE SINCE 1997

CONTRACT SEARCH SERVICES

QUICK TALENT DELIVERY
WITH LASTING RESULTS
FOR YOUR TEAM.

Bolton Group prides itself on excellence when it comes to Contract to Hire staffing. Often used to fill gaps from a departing employee, complete a special project or bring in expertise not available internally, TBG offers comprehensive resources in all areas and at all levels of Accounting, Finance, Tax, Treasury, Audit, Systems, and Information Technology. Flexibility is a great advantage for companies large and small, allowing for ease of headcount for executives with a specific hiring need, without the overhaul and commitment of a direct hire. Our regional intelligence and industry experience enable us to assist in negotiating salaries that are in line with contract to hire basis.

DEDICATED & PRIORITIZED RECRUITMENT



As a result of gained efficiencies through the contract search model, we are able to pass along savings to our clients. This approach allows us to meet your talent acquisition timing and budget needs.

CONTRACT TO HIRE

BENEFITS AND PERKS

GET TALENT FAST.

This year has brought many changes and stressors in our professional and personal lives. Our contract services deliver top talent in an efficient, seamless process while saving overhead time and headaches.

SHORTER HIRING PROCESS.

The process for hiring contract employees is traditionally shorter, as it should be! Hiring is based on delivering technical skills for a specific project rather than a long-term cultural fit.

NEW IDEAS. INSTANT IMPACT.

Bringing in outside talent can give a fresh perspective in the way a business operates. The more temps you hire, the more unique perspectives you're going to get.

REDUCE COSTS.

Reduced long-term labor costs help to complete a temporary solution, and do not require an annual salary. Neither will you need to accrue money to spend on paid learning and development for them in most instances, as they come in prepared, knowledgeable, and skilled to benefit your business for a limited period.

01



HIGHLY SKILLED TALENT

02



SAVE TIME

03



CUT LABOR COSTS

OUR APPROACH

Our expert search consultants follow a methodical and rigorous candidate identification process that is both fluid, flexible, and tailored to each client's needs.

A snapshot of our approach includes the following process steps:

1. IDENTIFY HIRING NEEDS

A discovery meeting or intake call with the client is scheduled to gain a full understanding of the team's talent needs. This process aims to assemble the company's Strategy, Vision, Mission and Values as well as the Business and Cultural needs. Hard and Soft skills to be successful in the role of the candidate will also be discussed in detail. A comprehensive candidate profile is then created and submitted to the client for agreement.

2. MAP THE APPROACH

Next, a hiring plan is developed and approved by everyone involved in the hiring process. The plan includes the steps (including timing, tools, etc.), communications and deliverables to take place throughout the search process.

3. CANDIDATE SOURCING

Our search consultants are "hunters" in the trenches everyday working to identify top talent in the marketplace. Our recruiters know that "A" candidates are most often "passive" and therefore happy in their current role. We utilize our vast network of such candidates (20,000+ and counting) across the US while simultaneously sourcing new talent by utilizing our many technological resources available to us daily.

4. IDENTIFY VIABLE QUALITY CANDIDATES

Steps 1-3 are crucial to success in identifying the right candidate of our client. We understand simply finding candidates is not enough. Our recruiters have in-depth experience utilizing various interviewing techniques that are tailored to each client's cultural needs. The interview process typically consists of performance, operational and situational interview approaches, combined with behavioral inquiries. At the request of the client, additional assessment tools can also be provided during the identification phase of the interview process.

5. RECRUIT A-LEVEL CANDIDATES

Viable candidates must be recruited not only by selling the opportunity but on the organization as whole. We do not miss this important distinction. Our years of experience have taught us that top candidates are not just interested in a new position, they are seeking a great employer as well. Being thorough in steps 1-3 are crucial to our success in recruiting top talent for our clients.

6. CANDIDATE SUBMISSIONS

Once the candidate identification and recruitment process are complete and the "A" talent has risen to the top of the vetting process, they are submitted to the client for review. Our goal for submitted candidates is that they meet 90% of the criteria the client is looking for in the role.

7. CANDIDATE ENGAGEMENT

We recognize timing and communication with our candidates is crucial. We have continuous ongoing communication with candidates so they do not lose interest. They understand where they are in the process and what to expect in the near term. This can often have dire consequences if not adhered to, especially with top candidates that have other options.

8. CLIENT INTERVIEW PROCESS

After proper submission of qualified candidates, the search consultant will work closely with the client during the interview stage to help facilitate the on boarding process. This may include but not limited to making travel arrangements, setting up interviews, distribute skill assessments, and negotiate or communicate on the hiring officials behalf.

9. OFFER STAGE

Once a final candidate has been identified, we work closely with our clients to ensure the offer stage goes as smoothly as possible for both parties. We take the time to do all the proper work beforehand to ensure no snags in the process. This thoroughness has proven to significantly increase the likelihood of candidate acceptance for our clients.

10. FOLLOW-UP

Our process is not over after the acceptance. Our goal at the Bolton Group is to engage in long term relationships with our clients and continue to provide unparalleled service. We follow up with the hiring official at chosen predetermined intervals (30-60-90 days) to ensure utmost satisfaction.



A SEAMLESS HIRING EXPERIENCE FROM INTERVIEWING TO ONBOARDING

At TBG, we make contract hiring **easy**, thorough, and efficient. During the interview stage, we offer skill assessments upon request with over **100+** skills, aptitude and work behavior tests, including Excel proficiency and Accounting Knowledge exams, helping you evaluate talent with confidence.

Once you've selected your candidate, we handle the rest: from comprehensive background checks and drug screenings to credit reports, all **customized** to your company's specific requirements.

As the employer of record, TBG places contractors on our payroll and pays them biweekly. After 90 days, they're eligible for full medical coverage—helping you attract **high-quality** talent who feel valued from day one.

RECENT CONTRACT PLACEMENTS

Payroll Specialist | Infrastructure Services Company
AP Specialist | Air Supply Manufacturer
Manager of Analytics and Insights | Global Manufacturing Company
Billing Specialist | Infrastructure Services Company
Logistics Analyst | Industrial Supplier Company
Collections Specialist | Building Solutions Company
Accounts Payable Coordinator | Industrial Maintenance Company
Financial Analyst I | Payment Technology Company
Accounting Intern | Industrial Maintenance Company
Treasury Analyst | Software & Service Provider
Procurement Analyst | Industrial Equipment Supplier
AP Clerk | Industrial Maintenance Company
Senior Accountant | Payment Technology Company
Accounts Receivable Specialist | Pallet Management Services