

# Sealing The Deal

There's nothing quite like that feeling you get when you realize you've found that perfect candidate, especially after a long, exhaustive search. There's also nothing quite like that feeling you get when that perfect candidate declines your offer, changes their mind, or accepts a counter offer. Here are some helpful tips on sealing the deal to ensure your top candidate walks through your door (the right way) on their first day.

Avoid counter offers up front. Focus directly on what's driving a candidate's interest at the beginning to avoid counter offers later in the process. Be sure you know what they were looking for in that ideal job and that you communicate your firm's ability to fulfill those needs.

Once a final candidate is identified, move quickly to seal the deal. Extend a verbal offer, obtain verbal acceptance and immediately follow up with a written offer letter that details the employment start date and request the candidate sign and return a copy. With our age of technology you should be able to get them the offer letter with a tentative start date via email quickly with a hard copy to sign and return. Having something in hand makes the candidate feel they have sealed the deal on their end.

Keep in touch during the notice period. Most candidates will be extending a minimum of two week's notice to their current employer. During this two-week period keeping in touch with your candidate will indicate interest on your part and make the candidate feel welcome. It will also provide an open door for the candidate to address any concerns that may creep up after accepting. If you're working with a professional recruiting firm this should be part of the process. You can do this on your own using the coordination of any required paperwork or additional screening to communicate during this period or simply by calling mid-way through the notice period to confirm the new employee's start date and offering to answer questions regarding parking, facilities, etc. A quick phone call from the hiring manager just to say "we're looking forward to bringing you on board" about a week in advance can be an effective, personal and welcoming touch and will keep the lines of communication open as well. Let's face it; the best candidates are worth the time and effort of the search process. A few extra steps can go a long way to ensure the deal is sealed.

EMPLOYMENT MONTH

**September**—September's employee of the Month is Christina Sereday. Christina is currently working in Butler; she has been an employee with us on a long term assignment since June. Her supervisor said that "Christina has stepped in and done a great job for us. It seems as though Christina has worked here for much longer than the three months she has been with us. Christina is personable and professional. She has learned quickly and shows capacity to learn much more. She has been a wonderful worker and much appreciated member of our staff."

**August**—August's employee of the Month is Debbie Morrow. Debbie is currently working in Butler. She has been an employee with us on a long term assignment since April. Her supervisor said that "Debbie has been wonderful! She is always willing to learn whatever needs done—with a smile on her face." She has worked out so well in the position that our client is finding a place for her within their company.

**July**—The employee of the month is Marcy Kelly. Marcy is working as a Team Assistant in a very fast paced health services company. Her supervisor said that Marcy is "Energetic, has a pleasant personality, is well dressed, and a true team player."

## Professional Placements

Recent Direct Placements include positions such as:  
Materials Buyer, Drafters, Staff Accountant, and Bookkeepers

Current searches include:  
Accounting Specialist, Commercial Lines CSR, Estimator, Executive Administrative Assistants, Inside Sales, Office Administrators, Process & Products Engineers, Purchasing Agents

If you know of anyone who is seeking Professional employment please have them contact us at 1-866-240-5150, via e-mail at [Info@SpecializedStaffingInc.com](mailto:Info@SpecializedStaffingInc.com) or visit our website at [www.SpecializedStaffingInc.com](http://www.SpecializedStaffingInc.com)

## Congratulations

We are pleased to announce that Office Manager, Paula Lowry became a Certified Staffing Professional in August, successfully completing all requirements for this professional certification. This benefits our firm and our clients by providing expertise in employment and co-employment legal issues.



**SPECIALIZED**  
STAFFING, INC.

THE BEST WORK WITH US

### Receive our newsletter electronically!!!

If you do not currently receive this newsletter electronically please send your email address to us at [Info@SpecializedStaffingInc.com](mailto:Info@SpecializedStaffingInc.com)

Or visit us online at [www.SpecializedStaffingInc.com](http://www.SpecializedStaffingInc.com) to register to receive this newsletter electronically.

Call us toll free at **1-866-240-5150**