

FirstSource

STAFFING

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Welcome to the September issue of *The Source*.

Please don't hesitate to send us your questions and comments at temps@fssny.com. Or take a look at our web site for further information: www.firstsourcestaffing.com.

The Source

FirstSource Behind the Scenes as Two New Schools Open

Can you turn to the same staffing agency to fill permanent management positions as well as temporary labor assignments? If the agency is FirstSource Staffing, than the answer is: yes you can. Just ask Melanie Mullan, New York City Director of Operations for Achievement First, a nonprofit charter school management organization.

Achievement First's mission is to close the achievement gap by providing students in urban communities with the academic and character skills they need to gain admission to top colleges, to succeed in a competitive world, and to serve as the next generation of leaders in their communities. Two weeks ago, Achievement First opened its first two schools in Central Brooklyn and First Source Staffing provided significant help behind the scenes.

It was late April when Ms. Mullan placed the first call to FirstSource. She was in the midst of recruiting for School Managers, who, in the Achievement First school model, are the non-instructional leaders of the school. When Ms. Mullan called FirstSource Staffing, she already seen a number of very strong candidates, but she had a hunch that there might be better ones still out there.

Top Temps



Glen F. : **HR Coordinator**
(\$28.75/hr)

More than 10 years experience including administration of payroll, health insurance and COBRA, pension, life insurance, and other employee benefits.

Yasmin H. : **Accounting Clerk**
(\$24.75/hr)

Has BBA in Accounting and experience with Quickbooks, Journal Entries, Bank Rec's, Payroll, and AP/AR. Spanish/English bilingual.

Sandy A.: **Clerical Assistant/Laborer**
(\$16.75/hr)

Has diverse experience including mailroom, shipping and receiving, reception and clerical, also has supervisory experience.

Niurka D.:
Administrative Assistant/Receptionist/Customer Service
(\$19.75/hr)

Spanish/English bilingual candidate with 4 years administrative and customer service experience, bachelor's degree and knowledge of Word, Excel and Power Point.

TIPS FOR THE INTERVIEWER

Never conduct interviews on a walk-in basis. (We don't, but many of our competitors do.) Roughly one out of four candidates who schedules an interview misses their appointment without calling to cancel. Every time you interview a walk-in, you are losing the opportunity to learn whether or not the person is capable of keeping an appointment.



"First Source was a great way to broaden my search. They sent me candidates, some of whom we might never have found, and some of whom we might not have interviewed based on their resumes alone," says Ms. Mullan.

"Because recruiting is all we do, we have lot of great candidates on file. They might not see a particular posting by a particular employer, but we know they are looking," explains Ben Thomases, the President of FirstSource. "It also makes good business sense for us to cast our net much wider than a typical employer. If one position does not work out for a candidate, something else may. So we end up interviewing people that an employer conducting a more narrow search might screen out based on their resume. Very often, people are stronger candidates for a job than their resume might initially suggest."

Achievement First filled one of the School Manager positions with a FirstSource candidate, and also hired a temporary administrative assistant for the summer from FirstSource. Then, at the end of the summer, it was crunch time. "FirstSource Staffing was very responsive to our needs," says Ms. Mullan. "We would get a shipment of furniture in at 5 pm, and by 9 the next morning they would have a team there to help us assemble it."

By the last week in August, there were seven FirstSource Associates working long hours for Achievement First. "They sent us some great people," says Ms Mullan. The two schools opened successfully last week: one in Crown Heights, and one in East New York. First Source Staffing is proud to have played a role in this important endeavor.