

## In the Spotlight: **Exit Interviews**

We'll help you evaluate your turnover costs by conducting your Exit Interviews! A P•A•S representative will contact separating employees and perform an Exit Interview via telephone. We'll recap all obtained information and forward it to you assisting to protect your liability and evaluate areas that need addressing. You'll also receive a Quarterly Report recapping the data for your convenience. Let us gain valuable information for you that will improve future operations and reduce turnover. For more information about our Exit Interview service, or any of our other services, please call us at 661-631-2165 or visit our website at [www.PASassociates.com](http://www.PASassociates.com).

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## In the Spotlight: **Background Screening**

We'll help you reduce theft, workplace violence and employee dishonesty by conducting your Background Screening for potential employees! P•A•S has partnered with a competitively priced background investigation firm that will provide you with premium investigative services. Pre-employment screening services include:

- Criminal History
- Sexual Offender Registry
- Credit History
- Social Security Number Trace
- Motor Vehicle Report
- Professional Licensing
- Education/Credentials Verification
- Employment Verification
- Professional References
- Military Service Verification

For more information about our Background Screening service, or any of our other services, please call us at 661-631-2165 or visit our website at [www.PASassociates.com](http://www.PASassociates.com).

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## In the Spotlight: **Recruitment**

We'll help you recruitment new employees! A P•A•S representative will meet with you to assess your hiring needs, gather information about the culture of your organization and create an overall recruitment strategy that will work best for your open position(s). We will even create and post blind employment advertisements so all resumes are returned directly to P•A•S. We'll screen the resumes, conduct initial telephone interviews, and based upon the telephone

interviews, we will conduct preliminary face-to-face interviews, applicable ability testing, background screening and behavioral style evaluations. We will coordinate subsequent interviews with your company for the candidates that are deemed to meet the qualifications. And finally, we will coordinate a formal offer to your successful candidate. For more information about our Recruitment service, or any of our other services, please call us at 661-631-2165 or visit our website at [www.PASassociates.com](http://www.PASassociates.com).

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## In the Spotlight: **Employee Handbook**

We'll write your Employee Handbook! A P•A•S representative will meet with you to gather information and write your handbook to document all of your company's employee policies. Handbooks will include:

- Recruiting and Hiring (e.g. Statements Of At-Will Employment, Equal Employment Opportunity Commitment)
- Employee Status, Classifications and Categories Of Employment (e.g. Exempt vs. Non-Exempt, Full-Time vs. Part-Time, Length of Service)
- Compensation, Meal Periods and Rest Periods (e.g. Paydays and Paychecks, Worker's Compensation, Overtime)
- Benefits (e.g. Group Health Insurance, Vacation and Holiday Benefits, Education Assistance)
- Leaves Of Absence (e.g. FMLA, Medical Leave for Occupational and Non-Occupational Disabilities)
- Standards Of Conduct (e.g. Harassment and Discrimination, Attendance, Performance Evaluations)
- Personnel Records (e.g. Property of the Employer, Notification of Changes)

For more information about our Employee Handbook service, or any of our other services, please call us at 661-631-2165 or visit our website at [www.PASassociates.com](http://www.PASassociates.com).

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## In the Spotlight: **Employee Surveys**

Would you like to know what your employees think? We'll conduct confidential Employee Surveys to help you find out! A P•A•S representative will send employee surveys to you for distribution to your employees or we will send them out for you. The completed surveys will be returned directly to P•A•S to compile and evaluate their responses. We will conduct a confidential focus group with your employees to dig a little deeper into their areas of concern and areas of praise, so you'll know what to repeat and what to work on, increasing employee satisfaction, productivity and profitability. We'll recap all compiled information into a report for your convenience and help you implement recommendations.

Let us gain valuable information for you that will improve future operations and reduce turnover. For more information about our Employee Survey service, or any of our other services, please call us at 661-631-2165 or visit our website at [www.PASassociates.com](http://www.PASassociates.com).