

Candidate Sourcing Service

Coley Provides Highly Qualified, Interested, and Pre-Screened Candidates

Our amazing team will find the right candidates faster, more cost-effectively, and with better results. We understand government contractor needs:

- **Quick Turnaround** - We understand that backfilling positions within contract-mandated times; and/or meeting proposal submission deadlines determines your success
- **Low fees** - Competition is fierce and margins are low, so contractors can't afford to pay high recruiter placement fees
- **Low Turnover** - We look for employees that have a history of staying in jobs—including key incumbent personnel
- **Competitive Compensation** - your bid rates are driven by the cost of talent; that's why we focus on candidates that are available within your bid rate structure.

The Benefits of using our services:

- Up to 5 qualified, interested candidates in 10 business days or less
- Client is free to hire as many of the candidates as desired for same low fee
- Lower cost—more competitive
- Lower employee turnover
- Better contract performance
- Happier government customers
- More contract wins
- Frees your management team to focus on more important things than reviewing hundreds of resumes

Our Guarantee

We'll provide a minimum of three, qualified, interested, and pre-screened candidates for your open job order within 10 business days. If we fail to find any candidates, we'll refund your entire fee.

Get Started Now

Step 1: Submit Job Order

- Download, complete and sign Job Order Form. Submit via fax (210.402.6829) or email to hello@coleygsa.com or complete online.
- Once Coley receives job order, we will review, approve, and process your payment.
- Our team will personally work with you to understand requirements and refine the job order criteria to better guide our search.
- Once you agree to the requirements and Coley understands your needs, the search for candidates begin.

Step 2: Source Candidates

The Coley team conducts a broad search and reviews resumes from many sources to find qualified candidates that match the experience, education, certifications, and skills required for the job.

Step 3: Screen Candidates

- Our team conducts telephone screening of qualified candidates that match your job criteria.
- We'll happily customize our screening questions to meet your specific needs. A summary of each candidate's answers will be provided with the resume package we send.

Step 4: Deliver Qualified Candidates

- You will begin receiving resumes of qualified, interested, and pre-screened candidates as soon as we identify them and will continue to send them to you for up to 10 business days until we deliver five qualified candidates.
- You have the right to hire one or all the candidates we provide, unlike other recruiting firms that charge you for each candidate you hire.

Candidate Sourcing Service

Job Order

Point of Contact: _____

Contact email: _____

Candidate Type (Current Need/Contingency): Current Need Contingency

Position Type (Full time/part time)? Full-Time Part-Time

Hiring Reason (New/Replacement): New Replacement

Internal Staff Employee? Yes No

SCA Contract Position (Yes/No)? Yes No

1099 Employee? (Yes/No)? Yes No

Sol/Contract# If Applicable: _____

Worksite/Location: _____

Travel Requirement: _____

Security Clearance Level Required _____

Proposed Salary Range Low: \$ _____

Proposed Salary Range High: \$ _____

Additional Services Purchased Skills Testing Resume Formatting

Right-Fit Assessment Resume Formatting

Position Information

*Currently, we do not include medical positions that require credentialing

Position Title: _____

Brief position description:

Candidate Sourcing Service

Job Order

Education Requirements (Circle One – If degree is required, indicate preferred field of study):

- GED
- High School Diploma
- Associate's Degree
- BA/BS
- MA/MS
- PhD/JD

Preferred field of study: _____

Minimum Years' of Experience: _____

What types of Knowledge/Skills/Experience are required for the job?

What types of Knowledge/Skills/Experience are preferred for the job?

List any licenses or certifications required for the job:

Target Start Date: _____

Signature: _____

CUSTOMER INFORMATION

Company Name:		Phone Number:	
Point of Contact:		Email Address:	

SERVICE (SELECT SERVICES REQUIRED)

<input checked="" type="checkbox"/>	Service	Price
	Government Contractor Candidate Sourcing Service Our team sources, pre-screens, and delivers up to 5 qualified, interested candidates in 10 business days or less.	\$2,950.00
	Government Contractor "Cleared" Candidate Sourcing Service Our team sources, pre-screens, and delivers up to 5 qualified, interested candidates in 10 business days or less that have recent or current security clearances .	\$3,450.00
Optional Services		
	"Right-Fit" Behavioral Assessment Service - In addition to finding qualified candidates, it's important to find candidates that "Fit" the personality profile of a job. We identify the best candidates using the industry leading behavioral assessment tool—Predictive Index (PI), that compares job requirements to candidate personality profiles to help fit the right person to the right job. You'll receive a Job Assessment Profile and a Behavioral Assessment for each qualified candidate.	\$250.00/ position
	Skills Testing - Pre-employment skills testing helps you know that the candidates applying have the skills you need. We'll test your qualified candidates and provide results.	\$250.00/ position
	Background and Reference Checks - Avoid the embarrassment that could come if your customer finds out an employee has a disqualifying event in their background by conducting a background check before you hire them. Our team will conduct a background check to verify education, certifications, and identify potential disqualifying events, such as criminal reports, arrest records, or bankruptcy filings.	\$160.00/ candidate
	Formatted Resumes for Proposals - When requested, our team will reformat candidate resumes to add your branding and a traceability matrix that maps candidate qualifications to proposal requirements in accordance with proposal instructions	\$50.00/ resume
Total Due		\$_____

CREDIT CARD INFORMATION

Coley & Associates, Inc. accepts the following credit cards: American Express, Visa, and MasterCard

Credit Card type: _____ Credit Card Number: _____ Expires: _____
/ /

Cardholder's name: _____ Cardholder's Zip code (required): _____ Security Code _____
(as shown on credit card) (from credit card billing address)

Customer's signature: _____ Date: _____
/ /

Once Complete, sign and email to: hello@colegsa.com or fax to: 210-402-6839