



SERVICES

For twenty-five years, Caliper, Inc. has been providing human resource solutions that include staff augmentation (temporary services), outsource, on-site management, and permanent placement.

Caliper, Inc. is headquartered in Virginia Beach, Virginia and can support our clients throughout the United States and abroad.

Specializing in . . .

Staff Augmentation Services — Caliper, Inc. understands that every organization has diverse staffing needs; therefore, we provide each client with a collection of qualified pre-screened candidates to assist with short-term, long-term and temporary to hire requirements.

Outsource Services — Caliper, Inc. provides solutions enabling our clients to effectively outsource non-core functions which allows those organizations to concentrate on core business.

Vendor Management Services — We provide a team to manage your staffing requirements, utilizing Caliper resources and other qualified vendors to streamline the purchasing process and consolidate services.

Permanent Placement Services — Caliper, Inc. provides recruiting and pre-screening services to identify qualified candidates interested in permanent employment opportunities.

Member American Staffing
Association and Society
for Human Resource
Management



25TH ANNIVERSARY

CORPORATE HEADQUARTERS

512 CENTRAL DRIVE
VIRGINIA BEACH, VA 23454

757-463-1416
800-476-1306
FAX 757-463-1550

www.caliper.net

TECHNICAL
PROFESSIONAL
INDUSTRIAL SUPPORT
ADMINISTRATIVE

SUPPORTING BUSINESS FOR TWENTY-FIVE YEARS



VENDOR MANAGEMENT SERVICES

Caliper, Inc. Vendor Management Services provides cost-effective solutions to streamline and consolidate staffing services.

Our team will:

- **Manage and consolidate duplicate staffing related services, providing your organization with a single point of contact to support staffing requirements.**
- **Develop strategic partnerships with staffing companies that share our service philosophy.**
- **Implement price controls and discount incentives that will result in a reduction of current staffing costs.**
- **Provide on-site management to respond to orders and to manage temporary resources.**
- **Eliminate inconsistency in employee wages and benefits.**
- **Support efforts to achieve diversity supplier goals by partnering with small/disadvantaged, minority/woman owned, and HUB zone companies.**

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STAFF AUGMENTATION SERVICES

Our staff of recruiting and operations professionals has immeasurable experience supporting the temporary requirements of clients in a wide range of industries.

- **Caliper, Inc. provides technical, professional, engineering, industrial, and administrative resources in a wide range of classifications.**
- **Our professional staff is accessible, responsive and flexible.**
- **Caliper, Inc. is committed to immediate response and our services are guaranteed.**
- **We provide short-term, long-term, seasonal and temp-to-hire services.**
- **Our employees earn competitive wages and are offered a variety of benefits.**
- **Training programs are available to improve job skills.**
- **Job safety is always our number one priority.**
- **Cleared facility for Department of Defense**

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OUTSOURCE SERVICES

We understand that in today's competitive business environment, it is important for the client to focus on key business elements. Therefore, Caliper, Inc. provides outsource services; unique and cost-effective solutions that will strengthen the client's capacity to meet their overall business goals.

Non-core functions can consume management's time and energy. These functions are necessary, but do not define your business. Our outsource team partners with the client, supporting these non-core functions and processes, efficiently and effectively.

Caliper, Inc. outsource services provide:

- **A partnership committed to mutual success, meeting goals and maintaining high-level performance.**
- **Recruiting, screening and hiring employees that cost less than permanent employees.**
- **A service team with demonstrated success to manage the outsource function.**
- **On-demand customized reports to measure and track your production goals.**
- **A service that eliminates co-employment issues and concerns.**
- **The flexibility to reduce your headcount and lower overhead.**
- **An outsourcing solution that focuses on what is important; production goals, quality processes and safety.**

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PERMANENT PLACEMENT SERVICES

Caliper, Inc.'s recruiters access the latest screening, testing and interviewing techniques. When in need of permanent resources, it makes sense to turn to experts in the hiring field.

Our permanent placement solution guarantees:

- **A full-time team of professional certified recruiters promoting your permanent employment opportunities to a diverse base of qualified candidates.**
- **A selection of pre-screened qualified candidates that are interested in working for your organization.**
- **Competitive fees with a 30-day guarantee.**

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POLICIES & PROCEDURES

Our clients and employees benefit from Caliper's corporate policies and procedures. We are committed to adhering to federal and state employment laws and stand firmly by our EEO policy.

Established policies and procedures include:

- **Equal Employment Opportunity Policy**
- **Affirmative Action Plan**
- **Drug Free Workplace Program**
- **Fitness for Duty Policy**
- **Employee Assistance Program**
- **Safety Training & Education Program**
- **Personnel Certification Program**
- **Recruiting/Interviewing Policy**
- **New Employee Orientation Policy**
- **Employee Referral Program**

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IMPLEMENTATION PROCESS

To familiarize our clients with Caliper's services and capabilities, we have an implementation team that consists of industry professionals responsible for building the foundation for a successful partnership.

To determine a cost-effective solution, this team will:

- **Work directly with management, human resources, purchasing, supervision and key users to determine contract and/or outsourcing goals and implementation strategy.**
- **Determine technology and reporting requirements.**
- **Review current processes and functions to determine cost-effective alternatives.**
- **Gain a thorough understanding of outsourcing and/or contractor goals and set-up performance indicators and statistical measurements.**
- **Create a reporting system that meets expectations and provides accurate data to support production/performance goals.**
- **Evaluate labor and onsite management requirements.**
- **Develop a clear communication chain that will benefit both organizations.**
- **Build the foundation for a strong partnership and a "Win/Win" situation.**

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CORPORATE EXCELLENCE

- **Excellent People**
Cohesive staff with an average tenure of more than five years
- **Successful Project Delivery**
Reputation for meeting customer service and delivery expectations
- **Innovative Solutions**
Ability to evaluate existing processes and offer cost-effective alternatives
- **Productive Relationships**
We consider each customer relationship as a “partnership” with both companies have a vested interest in contract success
- **Responsiveness**
Immediate staff response
- **Market Focused**
Caliper focuses our knowledge and expertise to key industries
- **Excellent Safety Record**
Development and implementation of comprehensive safety procedures, customized to address site-specific exposures
- **Ethical**
Integrity, commitment and value are the core of our business philosophy

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RECRUITING

The Caliper, Inc. recruiters find talent by:

- Advertising in Caliper newsletters**
- Apprenticeship programs**
- Caliper, Inc. web site**
- Community events**
- Current and existing military resources/programs**
- Direct recruiting**
- Direct sourcing**
- Employee and talent referrals**
- External web sites**
- Hiring new-comers from technical schools**
- Hot lists**
- Industry specific web sites**
- Internet recruiting**
- Job fairs/career fairs**
- Local charitable events**
- Networking**
- Niche recruiting**
- Proper use of industry periodicals**
- Public and private schools**
- Radio**
- Resume mining, flipping, X-raying, peeling**
- Searches**
- SkilMatch - internal database**
- Strategic partnerships**
- Targeting specific educational institutions**
- Targeting the military**
- Trade schools**
- Trade shows**
- Traditional help wanted advertisements**
- Walk-ins**

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