

Benefits of Temporary Staffing



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BENEFITS OF ENGAGING A TEMPORARY STAFFING FIRM



In today's fast paced and dynamic economy, businesses and organizations are faced with a multitude of tough choices and rising operational costs. When dealing with an internal workforce it becomes apparent that they can be both a company's biggest asset and their largest and most painful operating expense. Whether it is inflation, changing provincial and/or federal legislation, or rising employer burdens, they all contribute to the growing employer costs to wages, insurance, healthcare, taxes, and benefits. When you factor in a struggling economy, restrictive bank lending practices, it becomes very clear that more and more companies are being asked to make it work with fewer resources. Making the shift to having temporary workers handle non-core business functions allows regular staff to concentrate on core competencies and can increase overall productivity and decrease business operating costs.

However, finding employees that are the right fit for your workplace is always a challenge and experience has shown that making a wrong hire can be incredibly costly. Utilizing temporary employees, on the other hand, can provide employers with the chance to evaluate workers over a longer period before committing to a permanent offer. It can also alleviate some of the



urgency associated with filling an opening in your permanent staff; having a short-term employee in place during your recruitment process ensures you take your time finding the right hire. When an employee quits, you can have a new employee sent to the job site the same day! You do not need to wait, post ads, interview several candidates, spend hours training a new employee, and then hope they work out! Ever flexible, there are several routes businesses utilize with Temporary Staffing depending on the needs. **Temporary Staffing can help!**

TEMPORARY PLACEMENT:

Program built to support the rapidly scalable and timely placement of skilled and qualified employees, ideal for short-term or long-term projects.

TEMPORARY TO PERMANENT:

Industry leading program to move employees from temporary Diversified Staffing employees to permanent employees within a client's organization, with no buyout fees once a term of 480 continuous hours is completed.

TEMPORARY TO BUDGET:

Long term cost savings program; once the selected employee has completed a 480 hours continuous assignment, the fees will reduce to include only the employee burdens and a small administration fee. Ideal for sick or maternity leave coverage

EXPERTISE IN RECRUITING

Every work environment is unique; culture, skills and fit cannot simply be relayed via email or a phone call. A good staffing agency will personally meet every candidate before they are presented to their clients for a temporary or permanent position. At Diversified Staffing, candidates are carefully searched, pre-screened, interviewed, and tested on their skills. We closely monitor our candidates' success to facilitate further placements. A minimum of two references are checked and validated as part of our recruiting process before a candidate will be added to our pool.



Finding the right individual to join your team, whether temporary or permanent, can be like searching for the proverbial needle in the haystack. To ensure the right fit candidate is found and placed, it is necessary to gain a complete understanding of the position requirements including: corporate culture, strategy and unique needs. With this holistic and comprehensive approach, the recruitment divisions can provide a service that is both cost effective and efficient. Diversified Staffing will deliver candidates with the right mixture of knowledge, skills, and abilities, along with the requisite corporate cultural fit that will inspire a productive team environment and alleviate pressure on core staff.



A partnership with Diversified Staffing allows companies to leverage over 40 years of recruitment expertise. Our group of Temporary Recruitment Specialists utilize proven recruitment and search strategies with the support of an entire team and custom-built applicant tracking and job placement monitoring software.

An industry trailblazer, Diversified Staffing has invested over \$4 million in a custom-built Applicant Tracking System (ATS) to be the go-to leader in placement services. This ATS system is highly tailored to support our

business model and our client's needs. The result of our efforts is a staffing agency with long-established reputation with its clients for identifying the most qualified candidates with the right qualifications and experience for the opportunity and who fit specifically within the institution's work environment and culture.

Candidates that have been successfully interviewed will then be required to complete a basic testing package developed for the specific recruitment division. All candidates interviewed through our labour division complete an English comprehension and basic arithmetic exam, as well as a WHMIS 2015 orientation. Candidates in our clerical division also complete a timed skill assessment of the Microsoft Office suite and alphanumeric typing assessment.

Utilizing temporary-to-perm options allow businesses utilize our expertise in recruiting to find the right people and to try out new employees without having the immediate financial and administrative commitment. Bringing on a new employee via temp-to-perm is the most risk-free way to test out a new hire. An experienced and reputable staffing agency will advertise, screen, interview, test, and reference check potential employees. Your business simply needs to place the order or to select them for hire.

SCALABLE STAFFING

Diversified Staffing has learned that the fluctuating and cyclical nature of our clients' business necessitates staffing flexibility. Every week for over 40 years Diversified Staffing has employed thousands of temporary employees across Alberta in just about every industry. This experience translates into an efficient and continuous recruitment process. Partnering with Diversified Staffing allowing our clients to focus on their core business while we supply a flexible workforce that can quickly and easily expand or contract as your business needs dictate.



Capacity constraints are a significant source of cost. Constraints may affect the throughput of a plant or the productivity of an executive. To eliminate the bottlenecks, consider adding temporary staff. Bringing in administrative support frees key personnel to focus on core job

duties.. By adding the right people, work will get done more efficiently, with less administrative headache, and for less cost and higher productivity.

If your company is like most, labor is the biggest line item on your P&L. One way to minimize that expense, implement a planned staffing model. Reduce core staff to levels necessary to maintain normal operations, and then partner with qualified temporary staffing firm like Diversified Staffing to supplement your staff and to meet your labour demands on an as needed basis. This strategy is particularly effective for industrial construction and warehouse labor, as well as for technical and professional projects. Hiring temporary help as needed allows companies to respond to market demands quickly without adding full-time staff.

<i>Locations</i>	<i>Positions</i>	<i>Reason to use Staffing Agency</i>
Warehouse	<ul style="list-style-type: none"> • Swampers • Order Pickers • Forklift/Reach 	Inventory levels fluctuate, often due to seasonal changes. Warehouse clients often need varying levels of experienced staff to deal with the changes in volume.
Construction	<ul style="list-style-type: none"> • Traffic Control • General Labour • Skilled Labour 	Come spring ever year, construction companies race to hire and train staff for new projects. Leaning on a staffing agency to provide experienced labour allows construction companies to focus on meeting project deadlines, not worrying about hiring staff.
Special Projects	<ul style="list-style-type: none"> • Disaster Cleanup • Seasonal Changeover • Marketing Campaigns 	Flooding, forest fires, seasonal changeovers are all reasons why companies turn to staffing agencies to meet the sudden and often unpredictable changes to staffing needs.
Hospitality	<ul style="list-style-type: none"> • Banquet Servers • Bartenders • Greeter/Host • Set Up/Take Down 	Companies focused on providing hospitality services understand how difficult it can be to find experienced staff. In addition, the changing demand on staffing levels makes it hard to consistently utilize all internal staff. A temporary staffing agency focuses on maintaining the qualified candidate pool while clients can focus on delivering great events.
Office	<ul style="list-style-type: none"> • Reception • Administration(Medical and Legal • Payroll • Paralegal 	Frequently office locations find themselves in need of short or long term coverage in all the variety of support roles. Temporary staffing can help whether it is vacation coverage , medical and disability coverage or just to catch up, cover year end, or major corporate change.





COST REDUCTIONS

More and more, companies are forced to run a tight ship with one eye sharply focused on the bottom line at all times. Often, the answer to managing escalating labour costs without sacrificing productivity is to utilize strategic temporary staffing. Companies are aware that overtime is an extremely expensive way to get work done. Using temporary employees in place of overtime can reduce labor costs. Moreover, additions to existing laws have dramatically increased an employer's commitment to any new hire. On January 1, 2018 the following provisions were added to the Alberta Employment Standards Code:

- **Eligibility** – Employees will be eligible for current (excluding reservists leave) and new leaves after 90 days, rather than one year.
- **Personal and Family Responsibility Leave** – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.
- **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.



- **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
- **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
- **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
- **Critical Illness of an Adult Family Member** – A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.
- **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
- **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared because of a crime, or up to 104 weeks if a child died because of a crime. This will align with the federal Employment Insurance program.

Utilizing temporary staffing can help mitigate rising wage cost, increased healthcare and benefits costs, workers' compensation or unemployment insurance, and other staffing costs that are related to the ongoing costs related to the administration of onboarding and off boarding new hires, combined with new employee training, and HR department administration costs that continue to rise each year.

REDUCE HIRING MISTAKES.

A Staffing firm will help eliminate hiring mistakes by sending you people that we know are qualified for the position. Employers can reduce the costly risk that comes with hiring the wrong employee. Diversified Staffing ensures each employee we send to your company possesses the skills needed to help your company.

There are several other ways to take advantage of the costs saving benefits of temporary employees. For example, temporary staffing agencies can provide workers for special projects and peak workloads without increasing fixed payroll costs. During a hiring freeze, temporary workers can handle the workload without increasing the direct hire headcount.



For projects that run long hours for multiple consecutive days, temporary workers can be utilized to reduce overtime labor costs by letting temporary employees work the extra hours. Offering

extra help during your company's busiest periods (or when personnel turnover leaves you under-staffed) ensures your core team stays happy and productive. Additionally, a company can improve performance absenteeism and save the time effort required to deal with employees who don't match the needs of jobs and that lead to wasted time and effort. When you hire temp workers through a temporary staffing agency, you'll save a lot of time. You won't have to handle the recruiting and hiring functions in house. You won't have to provide training. And you won't even have to manage any payroll, HR, or compliance functions when it comes to your temps. As their legal employer, your staffing agency will help with the hiring process and take care of all these time-consuming and tedious administrative tasks, so your in-house team won't have to.

HELP WITH TRAINING

When hiring someone to just cover a few shifts, you really need someone who can seamlessly fill the desired position with little to no training. This is one of the main reasons why it is wise to use a temp staff agency. Diversified Staffing, for example, has built a large database of qualified temporary workers that can step in with limited training and limited disruption.



Furthermore, training is expensive! Not just the hard dollar cost of the training program. There are also the soft costs of lower productivity and poorer quality that result from employing novice staff. Cut training costs and improve productivity by employing skilled temporary employees. By working closely with your staffing partner, you can gain access to candidates who are well trained and have experience in the skills you need. To enhance productivity further, partner with your staffing firm to create an initial orientation and training program for new hires.

Temporary Staffing is a great way to ensure the work is done, but also to see if the person is qualified to continue working for your firm. The company will have several weeks or months to decide if the person should be offered an in-house position, or if you would like to have another temporary worker sent to your site.

FINAL THOUGHTS

When an organization partners with a recruitment firm they are allowing a third party to represent their business to potentially hundreds of candidates. Diversified Staffing represents all our clients with the upmost professionalism and integrity.

Diversified Staffing's Temporary Recruitment Division has consistently provided excellence in service through experience, innovation and dedication. Our deep Alberta community roots, combined with our corporate size, experience, longevity and financial stability ensure a secure corporate staffing partner with the necessary internal infrastructure to guarantee operational success throughout every season and every project.



Projects

Keeping qualified staff on the payroll year-round around is costly. Hiring temporary staff with the right skill sets when and where you need them is often the best approach to avoid carrying surplus staff.

Try-Before-You-Buy

Companies often want to make sure an employee is a good fit before committing to them as a full-time employee and workers also want to make sure the company meets their needs. A temporary-to-permanent staffing model allows for this.

Expected (and Unexpected) Workforce Fluctuations

For a variety of reasons, companies have staffing needs that fluctuate. It could be due to new product launches, inventory counts, seasonal spikes or an assortment of other reasons. Utilizing



the flexibility of temporary employment allows these companies to ramp up quickly when needed but not carry extra wages and government burdens costs when projects slow down.

Temporary Fill-In

Life happens.... sometimes people need to take a leave from work for medical, family or other reasons. However, the company often needs and wants to make sure these individual's jobs are waiting for them when they are ready to rejoin the workforce. In this situation, a temporary employee can be the perfect one to fill in until an employee is ready to return.

Provide Needed Assistance during Company Transitions

Restructuring, relocating or reorganizing a company often takes resources that a company may not possess. Utilizing temporary employees allows a company to bring on the needed expertise for the time frame that best fits their needs for the task at hand.

Quick Access to Certain Skill Sets

Companies often find themselves in immediate need of a certain skill set or expertise with which their internal staff are not familiar. Leveraging the experience of a temporary staffing firm allows these companies to find the exact skills they need quickly and cost effectively.

Prevent Burnout

Providing temporary help during peak periods can prevent burnout among core employees. This in turn assists companies with reducing overall employee absenteeism and can lower the number of worker's compensation claims resulting in an overall reduction to employer burden costs.

As the economy improves many companies are slowly increasing their hiring efforts. However, instead of brining on full-time employees, many businesses are considering the use of temporary workers to fill organizational needs. After years of high unemployment, there are several quality temporary workers available looking for an opportunity to prove their worth to a company and be converted to full-time, permanent status. These individuals are eager to show off their knowledge and skills and typically are productive at a high level

