

Staff Recruiting

Need help finding good team members?

Amy Kirsch & Associates, Inc. is here to help you!

What services do we offer?

Amy Kirsch & Associates will work hard to find the right person for you. Once you have decided to fill a position, we take care of everything and identify qualified applicants from which to choose; saving you hours of interviewing and potential bad hires. Our service includes:

1. Placing an ad each week on Craigslist (\$45 per week) and Indeed.com
2. Reviewing every resume received within 24 hours
3. Calling all qualified applicants for a personal telephone interview
4. Personally interview qualified applicants in a group, personal or Skype interview
5. Checking a minimum of 2 professional references
6. Send the best qualified applicants to you for interviews
7. Helping you negotiate salary and benefits
8. Contacting applicants who were not hired
9. Administer a Background check, if requested

Fee:

The cost for the recruiting service is \$1750, plus the cost of Craigslist, Indeed.com and Linked In ads and the background check. If the team member does not work out within 60 days, we will replace the team member at no cost.

How to Get Started:

- Complete the **Practice Information Worksheet and the Credit Card Payment Authorization Form** and fax (720) 350-4123 or scan and email to amy@amykirsch.com.

Staff Recruiting

Practice Information Worksheet

Date: _____ Position: _____

Dr. _____

Address: _____

City: _____ State: _____ Zip: _____

Bus. Phone Number: _____

Cell Number: _____

Website Address: _____

E-mail Address: _____

Contact person(s): _____

Hours: Mon. Tues. Wed. Thurs. Fri.

Staff Hours: _____

Patient Hours: _____

Software: _____

Dental Experience Needed: Yes No

Salary Ranges: \$ _____ to \$ _____

Health insurance: Yes No What % or \$? _____

Vacation: 1 year: _____ days 2 years: _____ days

Paid holidays? Yes _____ No _____ How many per yr.? _____

Bonus incentive plan: Yes No

401K or PPS: Yes No

Sick days or Wellness Pay: Yes No How many per yr.? _____

Any additional benefits: _____

Staff Recruiting

Amy Kirsch & Associates, Inc.

Credit Card Payment Authorization Form

Authorization Agreement

Print Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

I hereby authorize Amy Kirsch & Associates, Inc. to process credit card payments from the company and credit card named below. I understand credit card payments will not be processed without my authorization. Authorization shall be acknowledged by my signature in the appropriate space below.

Further, I agree not to hold Amy Kirsch & Associates, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplies by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

Account Information

Credit Card Company: _____ VISA _____ MC _____ (Circle One)

Credit Card Number: _____

Expiration Date: _____ CVV: _____

Billing Address: _____

Signature _____ Date: _____