

The RITA Difference

Locally Owned and Operated

Rita Staffing has been in Central Florida for over 40 years. We have five offices that are all linked in a real-time database, operating seamlessly together. These offices are located in Winter Haven, Plant City, South Lakeland, North Lakeland and Sebring; plus our IT division is located in Tampa and Lakeland. Our clients benefit as we have no territorial boundaries like franchises and all of our offices work together. Being locally owned and operated also allows us to react to our marketplace instantaneously with local decision making.



Knowledge and Longevity of Staff

Rita Staffing has been designing and implementing single source staffing solutions for over 40 years. In addition, our staff has over 300 years of combined industry experience. The management and leadership team of Rita Staffing has a minimum of 10 years of Rita Staffing tenure. Furthermore, we have a staff of 50 team members to include bilingual staff. Our Staffing Consultants have their CSP (Certified Staffing Professional), CSC (Certified Search Consultant) or PHR (Professional in Human Resources) Certification, all Staffing Managers have their CSP (Certified Staffing Professional) Designation and both Business Development Managers have their SPHR (Senior Professional in Human Resources) Accreditation.

Innovative Recruiting

Let's face it, most conventional recruiting methods do not attract the best of the best. The amount of time, energy and resources it takes to attract proper candidates (those successful in current positions) can be overwhelming. In order to be successful, you have to be creative, willing to try something new and willing to change what does not bring results. At Rita Staffing, Recruiting is our passion. Our Rita Staffing Team is dedicated to finding the best talent for you.

Last year alone, over 8,300 applicants applied and interviewed at one of our local offices or off-site job fairs. We only hired 5,686 of those new applicants. In addition, we have a current database of over 121,000 Light Industrial candidates and over 62,000 Clerical candidates.

Rita Staffing has extensive recruiting sources and retention techniques to maximize our ability to maintain a large database of the most qualified, skilled personnel available. Some of our on-going recruiting efforts include:

- ◆ Multiple Online Recruiting Sources
- ◆ Outside Recruiting
- ◆ Job Fairs
- ◆ Community Activities
- ◆ Local Chamber Events
- ◆ Aggressive Referral Bonus Program
- ◆ Apartment Flyers
- ◆ Church Bulletins, etc.

Professional Placement Executive Recruiting

Unlike most staffing agencies, we offer our clients a Professional Placement and Executive Recruiting team. They recruit and place, but are not limited to, the following: Production Managers, Controllers, Accounting Professionals, Claims Adjusters, Purchasing Managers, Lab Technicians and other professional/skilled positions.

Stringent Screening Process

All applicants go through an intensive screening process before being hired by Rita Staffing. Custom matching is the key to Rita Staffing's in-depth screening, which includes a behavioral interview, client-customized skill evaluations, reference checking, background checks and an ongoing total quality control program. Rita Staffing's validated skills testing system ensures accurate assessments of applicants' skill levels.

1. We begin our process with the online application. All applicants are required to complete the online application and meet the minimum standards before progressing to the next step.
2. The applicant will then complete the following paperwork:
 - a. Authorization for Release of Personal Record Information
 - b. Sexual Harassment and Prohibition of Harassment Policy
 - c. Rita Staffing Drug Test Consent Agreement
 - d. Rita Staffing List of Qualifications and Basic Job Description

Stringent Screening Process (Continued)

3. Once these forms are completed the candidate will meet with a Consultant and have a behavioral interview. During this phase we will discuss prior work history, explain any gaps in employment and reasons for leaving previous jobs, assess their attitude and appearance, confirm job capabilities and shifts available to work. We also discuss their transportation arrangements and work locations. Education and criminal backgrounds are discussed and documented. At this point a hiring decision is made. If we decide to proceed, the “WELCOME TO RITA STAFFING” form is given to the applicant. Our Consultant will then review our policies, procedures and complete additional employment paperwork.
4. For Clerical positions, skills testing will be conducted on all applicants so Rita Staffing can validate their computer software knowledge and aptitude.
5. Our safety quiz and video is the next step. All Rita Staffing employees are required to watch the safety video and pass the safety quiz. Everyone is given a safety book for future reference. If other qualifications are required (i.e. forklift) the proper tests will be administered.
6. A minimum of two employment references are verified.
7. Florida Felony Data checks and local criminal background checks are completed.

Business-Minded

We assist you in understanding the changing employment trends and how they affect your business so you can make more informed hiring decisions. We help you take the guesswork out of critical hiring decisions so you can concentrate on your business. Our **partnership** with you results in improved business operations, which lead to increased productivity, enhanced employee morale, higher customer satisfaction and an improved bottom line.

Reports and Customized Invoicing

We will create any special reports that our clients require. Plus, we have the ability to invoice by department, code or shift. Our Rita Staffing Team will format reports and invoicing based on our client’s individual needs.

Comprehensive Safety Program

Rita Staffing is dedicated to providing a safe workplace that minimizes the occurrence of accidents, injuries and exposure to health risks. We take safety seriously and have developed a variety of safety programs and services that will benefit our employees and our clients.

The following safety programs/services are available through Rita Staffing:

- ◆ **Walk-throughs, Conferences and Safety Reports:** Review of any potential or current hazards.
- ◆ **OSHA Hazard Communication Standard/GHS System Training**
- ◆ **Safety Committee Programs and Start Ups**
- ◆ **Record Keeping and Documentation**
- ◆ **Referrals for Respiratory, Audio, Pulmonary and Drug Testing**
- ◆ **OSHA and MSHA Certified Trainers Available**
- ◆ **Forklift Qualification and Screening**
- ◆ **Accident Reporting and Investigation, including Disciplinary/Counseling Assistance**
- ◆ **Unemployment Compensation Reporting Assistance**

All Rita Staffing employees meet the Federal standards for forklift operation and safety, when required by a job description. We can offer the forklift qualification and test course as an added benefit to your hiring process.

Retention

Once we have recruited and placed a qualified applicant, one of our most important goals then becomes the retention of that employee. We have many programs to keep our employees motivated. We pay holiday pay to our employees once they have been employed with us over a certain amount of hours. We also offer a full medical plan that is available to our employees on the first day of their employment. We offer “Rita Team Days” for our employees that may include lunch, t-shirts, movie passes and paid time off. We have referral, attendance and safety bonuses. We also provide safety training to help keep our employees motivated about safe work practices. We provide our employees with a **weekly pay** structure and direct deposit. Our payroll is processed locally – this is a huge benefit to our employees because they are able to get paid the week they work.