



Helping Business Find Great Employees



Knowing how and where to recruit the best talent can be surprisingly complex. Fortunately, Wolfe and Associates has the know-how, plus the scalability, flexibility, affordability, and transparency for your hiring needs. Working with us is a partnership, where we can manage all, or some, of your recruitment process.

Our hourly contract recruiting rates are very competitive compared to most contingent or retained recruiting firms.

What We Offer

Our services include but are not limited to:

- Coordinating and posting all open positions on Internet job boards.
- Making “cold” calls to find the passive candidates.
- Sourcing for candidates through social media.
- Screening all resumes and applications.
- Having candidates complete a questionnaire.
- Scheduling and conducting candidate interviews.
- Submitting qualified candidates to hiring managers.
- Background and reference checks.
- Coordinating and negotiating offers of employment.

How Your Company Benefits

- We take the time to identify with your company’s culture, ensuring we submit only the best candidates to your company.
- We work closely with your hiring managers, and streamline the entire recruitment process.
- We source directly for you. The best candidates are still employed and not only need to be located, but convinced that now is a good time to move.
- Everything runs through our company. Your company is not mentioned and is kept confidential until we identify a serious candidate.

No long-term contract.

Our services are pay as you go. Either party may terminate at anytime with written notice.

An example of savings:

A typical recruiting agency is going to charge a contingent search fee of 30% of the first year salary. If your position pays \$60,000, you can expect to spend \$18,000 in recruiting fees.

Our fees are not based on the salary amount or on a percentage. We charge an hourly rate. We simply want to be compensated for the time and effort it takes to advertise, source, screen, qualify, interview, complete background checks and submit qualified candidates to our clients.

Using the same example of a \$60,000 position, and typically taking less than 30 days to successfully fill a position, with our low hourly fees a typical search would be approximately \$3000.00.

Fee Structure

Hourly Contract Service - \$75.00 per hour. This includes all our service offerings. We spend the amount of time you are comfortable with doing phone screens, follow-up calls, networking calls, Internet sourcing and pre-qualifying. You get a qualified candidate ready to interview.

Resume Screening Service - \$250.00 per week. Position posted on a variety of job boards, such as Indeed, SimplyHired, AlljobsUSA, Craigslist, EbayJobs and more. After resumes have been screened for qualified candidates, those resumes are sent to the hiring manager.

**No Contingency Fee!
You Simply Pay Us
for Our Time.**

Wolfe and Associates, Inc

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