

## New Client Tip Sheet

### **To the client who has never worked previously with a contracting firm such as JPG:**

If you have never had the experience of working with a contracting company, then the following list is offered by JPG as a “tutorial” on how to work effectively with JPG so you can achieve the best results possible.

The process of providing you quality publication project resources in a timely fashion is a “dual” process involving the mutual cooperation of both sides. Fulfilling a certain number of dependencies on the client side that help ensure that we can effectively implement our search and screen process.

Here are some key points to observe on the client side of the process:

- Prior to JPG starting the search and screen process, please make sure that all approvals for requisition(s) and budget are signed-off internally. *Example: If JPG is given the “green light” to start submitting resumes, and a week or two later the process is put on hold or canceled, then time and resources are wasted. This can also be uncomfortable for JPG when informing the candidates.*
- When JPG is given the official “go ahead” to begin screening candidates and submitting resumes, please re-evaluate your project needs and schedules so as to avoid us starting the search or interviewing process prematurely. *Example: If we screen and submit candidates too many weeks in advance of the start of project (or if a candidate is identified too many weeks in advance), then it is increasingly more difficult to retain candidates. The odds of candidates either losing interest or being hired off the market by other opportunities increase as each week passes.*
- Please provide JPG a complete candidate profile. The more complete the profile of the “ideal candidate”, the more accurate our search and screen process.
- When resumes are submitted, JPG prefers timely feedback as to the interest level for each candidate. This is always helpful to ensure retaining candidate interest and availability for interviews.