

## ATTACHMENT C1

OfficeTeam  
319 East Carrillo Street #100  
Santa Barbara, CA 93101

In 1948, Robert Half International, Inc. (RHI) pioneered "specialized" staffing services and today is the industry leader worldwide with more than 325 specialized recruiting offices throughout North America, Europe, New Zealand, and Australia. RHI operates seven separate business units (divisions), and subsidiary, Protiviti Inc. a leading provider of truly independent internal audit and business and technology risk consulting services. RHI is a Fortune 1000 company traded on NYSE.

- *OfficeTeam* specializes in placing highly skilled administrative and office support professionals on a temporary and temp-to-hire basis.
- *Accountemps*, *Robert Half Finance & Accounting*, and our *Robert Half Management Resources* divisions specialize in recruiting and the placement of professionals in the field of accounting and finance.
- *Robert Half Technology* specializes in information technology placements.
- *The Affiliates* specializes in attorneys, paralegals, and legal support personnel in the legal market.
- *The Creative Group* specializes in placing creative, advertising, marketing and web design professionals.

The majority of job orders are filled within 24 hours. Many are filled within a few hours time. Some can be filled at the time an order is placed with RHI. Our goal is to communicate with the client within 60 minutes of the receipt of an order. Due to our specialization, we take and fill orders that our specialized inventory recruiting allows us to fill rapidly. All job descriptions fall within the specialization of either our *OfficeTeam* or *Accountemps* divisions. Hard-to-fill jobs or positions outside of our specialization may take longer.

RHI has developed a proprietary six step process for screening and matching candidates for our clients. This process includes pre-screening candidates over the phone prior to inviting them into our office to register, a thorough work history review, an in-depth in person interview, evaluations of their technical and software skills, thorough references checks with at least two previous supervisors to confirm duties and find out their views of the candidates strengths and weaknesses, and a quality assurance program which includes follow up with the supervisor and the candidate on a weekly basis to ensure a successful assignment. This entire process is backed by an 8 hour guarantee.

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RHI offers a variety of programs and services to our temporary employees as a means of attracting and retaining qualified professionals for all of the RHI divisions. Benefits include:

**BONUS PAY** – Temporary personnel employed by RHI are eligible to receive a bonus equal to 40 hours at their current hourly pay rate each time they have been paid for 1,500 hours worked without a break in service longer than 26 consecutive weeks.

**HOLIDAY PAY** – Temporary personnel employed by RHI are eligible to receive holiday pay equal to 8 hours of their current hourly rate for any of the six national holidays – New Years Day, Memorial Day, Independence Date, Labor Day, Thanksgiving Day, and Christmas Day. To be eligible, the temporary must have been paid for at least 1,150 hour worked during the preceding 52-week period and must have also been paid for at least 24 hours worked in both the week before and the week of the holiday.

**TUITION REIMBURSEMENT** – Temporary personnel are eligible for tuition reimbursement once they have worked 500 hours on our payroll. They are able to take any course that relates to the jobs we can place them into. There is no limit on the number of times candidates can use this benefit.

**ONLINE TRAINING** – We offer free online training through SkillSoft to our candidates. There are over 2,000 courses they can take online to keep them trained on current versions or software they may need during their assignment.

**BENEFITS PLUS** – At RHI, our temporary personnel's health and well being matter to us. We are able to deliver a low-cost health and life package that provides you a wide range of benefit options. This includes Medical, Dental, Prescription Drugs, Vision, Term Life with Accidental Death Benefits, Short-Term Disability. Coverage is available to both you and your eligible dependents. The cost is conveniently deducted from your weekly paychecks on an after- tax basis

**REFERRAL BONUSES** – High quality employees often know of other talented people. We offer referral bonuses from \$100 to \$200 depending on the level of candidate. Candidates are eligible for this once the person they have referred has worked 40 hours.

Temporary personnel remain employees of RHI while they are on assignment. All pay, benefits, taxes, workers compensation, and unemployment benefits are the sole responsibility of RHI. We back up all candidates with an 8-hour guarantee. We will immediately replace any candidate who does not meet the needs of the department they are supporting. Tenet is responsible for supervising the individual and ensuring that feedback is provided regularly to RHI. We call both the client and the temporary weekly to get feedback and resolve any concerns proactively before they become problems. The temporary personnel will bring timecards on the last workday of the week to their supervisor at Tenet for a signature. This signature will verify hours to be paid and billed. The temporary personnel then fax these timesheets to our corporate office.

**DIRECT DEPOSIT-** For employees who have a checking or savings account

**PAYROLL DEBIT CARD-** For employees who do not have a bank account