



## Helping Build A Better Workforce

Accounting  
Clerical  
Customer Service / Call Center  
Information Technology  
Mortgage  
Professional Services



Serving Dallas/Fort Worth area companies since 1991.

[www.cornerstonestaffing.com](http://www.cornerstonestaffing.com)



## Fueling the Integral Growth of Your Company

At CornerStone, we define our success by the success of our clients. Our associates make a significant impact on our clients' businesses and we acknowledge and embrace this responsibility.

The key is to provide the right staff to fit the opportunity. That is why listening and understanding are the most important skills we have; ensuring that you receive the right associate the first time.

As a customer of CornerStone Staffing, what should you expect?

- Qualified associates within a full range of job classifications: **Accounting, Clerical, Customer Service, Information Technologies, Professional and more.**
- A **tenured recruiting staff** who understands the complexities of the Dallas/Fort Worth market and use the resources of our multiple offices to draw from a large, local pool of talent.
- 30 minute order updates
- Risk free hiring
- On line ordering and our **web based contingent worker management solution, CornerStone Netlink.**

## Prescreening Candidates to Your Specs

CornerStone's exclusive associate prescreening process is designed to provide you with the best candidate who meets the specific job requirements for your position. Our six-step screening process includes:

1. Recruiting: Every customer's needs are unique, so we create customized recruiting plans, if necessary, to find the best candidates for your job openings. Our tenured, local recruiting staff has a vast network of candidates.

2. Employment References: Two verifiable business references are required to confirm an applicant's dependability and past performance.

3. Criminal Background Screening

4. Clerical Skills Assessment: To ensure we place the best person for the job, CornerStone uses "Prove-It" testing by Kenexa, to assess each candidate's talent and skills.

- **Basic Office Skills**: Evaluates abilities in basic math/quick study, business math/problem solving, grammar, proofing, filing and spelling.
- **Customer Service Mindset**: Evaluates a candidates propensity towards customer service.
- **Accounting**: Evaluates knowledge of proper accounting principles and spreadsheet proficiencies.
- **Computer Skills**: Evaluates the ability to use specific software programs.
- **Available Upon Request**: Call Center, Technical, and Financial assessments.

5. In Person Behavioral Interview: Utilizing the "STAR" Behavioral interview method.

6. Ideal Job Match: We find the right person with the exact skill set you require.

# Professional Placement Division

## Offering Direct-Hire and Contract Services

- Senior Executive Recruiters
- Customized Marketing
- Networking & Social Media Strategies
- Targeted Interview Selection Process
- Skills Testing
- Business References, Criminal Background & Educational Checks
- Video Resume Profile Service

## Specialties

- Accounting/Finance & Financial Services
- Executive Adminstration & Management
- Information Technology & Engineering
- Insurance Sales & Support
- Mortgage Sales & Servicing
- Sales & Account Management



Summary:

11 years offering office executive and clerical assistance, including managing private information. Experienced in a WordPerfect & Lotus 1-2-3. Adapted to meeting tense deadlines. Superb phone, interpersonal, filing, and managerial skills. Skilled in conference planning and tour arrangements.

Candidate Number:  
ACME-001-LE0001

Date Posted:  
10-16-09

candidate name  
**Michael McIntyre**

Area of Speciality:  
**Administrative**

Location:  
**Cleveland, OH**

Salary:  
**\$30,000-\$40,000**

Available for:  
**Full-time, Part-time, Contract**

CANDIDATE OVERVIEW:

**Education:**  
Cleveland State University - Cleveland, OH  
Cuyahoga Community College - Hiram, OH

**Categories:**  
• Graphic design  
• Presentation development  
• Clerical  
• Accounting  
• Information technology

**Skills:**  
• Typing and word processing  
• Basic layout  
• Meeting planning  
• Catering planning  
• Presentations

✕ EMAIL PROFILE

➕ SAVE TO FOLIO

### candidate checklist

- ☒ INTERVIEWED
- ☒ I-9 VERIFIED
- ☒ BACKGROUND CHECK
- ☐ RESUME
- ☐ DRUG TESTED

### detailed work experience

**Administrative Assistant**  
Anaglyph Solutions Inc.

Anaglyph Solutions Inc is a private company categorized under Computer Graphics Service and located in Cleveland, OH.

March 2009 - November 2009

Scheduled monthly conferences and managed arrangements for 15 regional and field headquarters employees; prepared each essential formalities and materials; made hotel arrangements; processed travel expenditures reports. Prepared all written communication, letters and

### detailed personality profile

**EXTRAVERT**  
Friendly, outgoing,  
assertive, energetic

LOW  HIGH

**AGREEABLE**  
Trusting, genuine  
considerate, cooperative

LOW  HIGH



Great Things Begin with the Perfect Partnership

### **Managed Service Provider**

CornerStone has the experience and services to be your single source staffing provider. “CornerStone Netlink” is our easy to use on-line ordering and contingent worker management system.

- One Contact (on-site or off-site manager)
- 100% Placement Fulfillment
- On-line ordering and candidate review
- Web based time card approval
- Management of sub vendors
- One consolidated invoice
- Manages and tracks contract workers by dept./entity/consolidated.
- Generates reports used for workforce planning; headcount, spend by dept., and many more.
- Business reviews for evaluating, measuring and analyzing performance, turnover and other data.
- Instant access to contingent worker information anytime, anywhere.



## Building Retention From the Ground Up

CornerStone offers its quality temporary associates a variety of benefits and rewards to retain them as part of our business team:

- Benefits packages, including medical, dental insurance, free computer training, paid holidays, direct deposit, longevity bonuses and more.
- Helping Hands of CornerStone is a non-profit organization funded by Cornerstone employees designed to help our associates financially in times of crisis.
- Cornerstone develops customized retention plans to meet clients' specific needs. This includes developing rewards programs for attendance and performance, social events and CornerStone Cash.
- On-line skills tutorials available to all of our associates.



*"My understanding is that your client Doug was going to let you know that I accepted a permanent position with his company. In case he didn't, I just wanted to thank you for everything. After losing my job after 16 years of service, I must admit that I felt as if a family member died. By accepting me as an associate you helped me move forward and restored my self-esteem. Cornerstone Staffing is a great company, staffed with great people. I will always be grateful for giving me the opportunity to get back on my feet."*

Sincerely, Clay

## Core Values

**Faith**...Always do the right thing...and not worry about the future.

**Compassion**...Actively do unto others, as we would have them do unto us.

**Integrity**...In all ways be transparent...let your yes mean yes and your no mean no.

**Self Discipline**...Take control of ourselves.



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## Locations

### Clerical Offices

#### *Addison*

5080 Spectrum Dr., Suite 100 W  
Addison, TX 75001  
Phone: (972) 242-4888  
Fax: (866) 223-6541

#### *Fort Worth*

1200 Summit, Suite 518  
Fort Worth, TX 76102  
Phone: (817) 332-5882  
Fax: (866) 408-1547

#### *Arlington*

690 East Lamar, Suite 160  
Arlington, TX 76011  
Phone: (817) 860-6100  
Fax: (866) 510-6077

#### *Las Colinas*

6333 N. State Highway 161  
Suite 180  
Irving, TX 75039  
Phone: (972) 600-2444  
Fax: (866) 672-0405

#### *Dallas*

1845 Woodall Rodgers Frwy.,  
Suite 1000  
Dallas, TX 75201  
Phone: (214) 785-6700  
Fax: (866) 720-9164

#### *North Fort Worth*

2700 Western Center Blvd.  
Suite 116  
Fort Worth, TX 76131  
Phone: (817) 491-2299  
Fax: (866) 324-2492

### Light Industrial

#### *Haltom City*

5208 Airport Frwy.,  
Suite 120  
Haltom City, TX 76117  
Phone: (817) 759-1507  
Fax: (866) 482-6263

#### *Lewisville*

401 E. Corporate Dr.,  
Suite 102  
Lewisville, TX 75057  
Phone: (972) 353-4477  
Fax: (866) 343-7019

#### *Watauga*

6700 Denton Hwy, Suite I  
Watauga, TX 76148  
Phone: (817) 428-8242  
Fax: (866) 406-1948

### Professional

#### *Arlington*

690 East Lamar, Suite 100  
Arlington, TX 76011  
Phone: (817) 635-0500  
Fax: (817) 795-6490

## Mission Statement

To know J.O.Y. through our work.