

ACTION TECHNOLOGY, INC



Action Technology, Inc. Company Overview

- Businesses throughout the United States have trusted Action Technology, Inc. since 1982 to fill long-term and short-term temporary assignments, temp-to-direct, and direct hire positions and other value-added services.
- We pride ourselves on service quality, geographical coverage, industry knowledge, relationship focus, turnaround time, and ability to deliver on promises.

Action Technology, Inc. Company Overview

Certified Woman-Owned Small Business

That specializes in staff augmentation, temporary labor, payrolling services, managed staffing, temp-to-direct, direct placement, short-term and long-term project solutions

Experienced

Providing high-level expertise for over 35 years

Flexible

Adaptable to any process or situation

High Integrity

Careful, caring and trustworthy



Action Technology, Inc. Company Overview

- Action Technology, Inc. believes in positive and productive relationships. Our internal staff tenure averages well above the 10-year mark.
- All of our principles are built on the highest and most ethical standards for competency, integrity, commitment, skill, and value which are applied to all our clients, contractors, placements, and internal staff.
- This is why we can honestly say that Action Technology, Inc. wants to be your strategic business partner and provide the best customer support with our knowledgeable staff.
- Action Technology, Inc. staff members will always be responsive to your needs and be open and honest with all communications.
- All of our staff members are held at the highest accountability to meet our client goals.

Geographic Coverage and Available Workforce

- Action Technology, Inc. is comprised of three main divisions – Staffing Solutions, Generator Maintenance and Repair, and Safety Training. Action Technology, Inc. is a Virginia-based company with resources to provide services statewide as well as throughout the United States.
- Action Technology, Inc. can supply an unlimited number of qualified candidates for administrative, industrial, technical, management, and executive positions.
- On average, our database contains thousands of resumes and we have access to hundreds of thousands of resumes via external sources.

Vertical Markets

With over 200 years of experience in staff augmentation, contingent labor, and direct placement Action Technology, Inc. is ripe and ready to expand our footprint across Virginia, United States, and internationally in the following industries:

Aerospace
Aircraft
Automotive
Biotech
Chemical
Commercial
Consumer
Defense
Education
Energy

Environmental
Financial Services
Government
Life Sciences
Industrial Products
Manufacturing
Marine
Medical Equipment
Mining
Oil & Gas

Pharmaceutical
Plastics
Power
Public Sector
Pulp & Paper
Technology
Telecommunication

Areas of Expertise

- Accounting
- Administrative
- Call Center
- Clerical
- Craft Labor
- Customer Service
- Database Administration
- Design/Drafting
- Engineering
- Finance
- Human Resources
- Industrial
- Information Technology
- Maintenance
- Management
- Manufacturing
- Planning
- Procurement
- Professional
- Purchasing
- QA/QC
- Safety
- Supply Chain
- Technical

Response Time and Staffing Resources

- The Action Technology, Inc. staffing division maintains a proactive strategy in satisfying our stakeholders with innovative solutions.
- We strive each day to meet our client's needs with the best candidates possible. This includes reaching out to the next generation of workers in creative ways as well as tapping into military transitions and various training programs.
- One advantage over in-house hiring efforts and other staffing firms is our private database of talented people and its network of industry sources.
- We retain a pool of pre-screened candidates and proactively recruit local candidates to address urgent staffing requirements.

Recruiting Strategies

- Action Technology, Inc. is the kind of staffing company that attracts and retains qualified employees.
- We are focused on providing the best people, the best service, and the best experience for employees and clients alike.
- Action Technology, Inc. works across industry sectors, deploying the best practices in each sector.

Recruiting Strategies

- Action Technology, Inc. has the capabilities and resources to respond to special or urgent requests.
- Our recruiting specialists access our internal database as well as industry-specific websites, job fairs, military resources/programs, community events, social media, educational institutions, trade schools, and trade shows.
- Action Technology, Inc. routinely meets and exceeds response time service level agreements and performance metrics for a wide range of clients in multiple industries.

Reference Checks and Screening

- Action Technology, Inc. has more than 35 years of experience screening candidates to fill diverse needs of our many clients.
- We have developed quality procedures to screen the qualifications, experience, and background of potential employees.
- Action Technology, Inc. will meet or exceed the client standards for employment reference checks and it is our standard policy to ensure reference checks are favorable.
- References and background are checked with state-of-the-art resources. Our recruiters look at the hard facts, staying professional and objective. They not only sort skill from prior experience, but also factor in how different organizations can change how different people perform.

Reference Checks and Screening

- Our screening process starts with the phone interview. The recruiter discusses the candidate's employment history and experience in relation to the job requirements.
- Education, certifications, and relevant training are documented as well as reference information. Employment, education, and training are verified.
- Once the recruiter recommends an applicant for placement, the candidate is subject to further screening upon request, such as state and federal criminal record checks, pre-employment substance screening, state DMV file check (for driving positions), military records, and credit history. Upon completion of an applicant's screening with favorable results, the candidate is available for assignment.
- Action Technology, Inc. will perform employee orientation in accordance with all client applicable policies and procedures, ensuring that all temporary personnel are familiar with client procedures before they report.
- We will obtain necessary candidate training and skills testing programs as required.

Employment Screening Details



Screening	Approach/Assessment Method	Subsequent Screenings
Employment Reference Checks	Completed prior to recommendation for placement (initial screening process).	Upon Request
Drug/ Alcohol Screening	Completed upon request and prior to candidate reporting to work. Screening criteria and results to be verified with client requirements.	Upon Request
State Criminal Record Check	Completed upon request and prior to candidate reporting to work. Criteria and results to be verified with client requirements.	Upon Request
FBI Fingerprint Check	Completed upon request and prior to candidate reporting to work. Criteria and results to be verified with client requirements.	Upon Request
Sex Offender Registry	Completed upon request and prior to candidate reporting to work. Criteria and results to be verified with client requirements.	Upon Request
E-verify (Right to Work, SSN)	Completed upon request (initial screening) prior to recommendation for placement. Criteria and results to be verified with client requirements.	Upon Request
Child Protective Services Check	Completed upon request as part of initial screening process prior to recommendation for placement. Criteria and results to be verified with client requirements.	Upon Request
DMV Check	Completed upon request and prior to candidate reporting to work. Criteria and results to be verified with client requirements.	Upon Request
Physical Examination	Completed upon request and prior to candidate reporting to work. Criteria and results to be verified with client requirements.	Upon Request
Verification of Degree/Certification/License	Completed prior to recommendation for placement (initial screening process). All listed degrees, certifications, licenses must be valid.	Upon Request

Valued-Added Services: Safety Division

- There is an art and science in how Action Technology, Inc. creates its high-impact safety training programs. Our engaging training sessions align the safety message to the language and values of the audience and the company.
- We can provide qualified trainers who design give-and-take live programs around the specific work being performed, including the goals and culture of the organization.
- We are an OSHA-authorized outreach training provider dedicated to ensuring up to date and meaningful safety training courses.
- Action Technology, Inc. is also an American Red Cross First Aid and CPR Authorized Provider.

Value-Added Services: Safety Division

Sample of current training offered:

- Substance Abuse
- Fall Protection
- Confined Space Entry
- Lockout/Tagout
- Back Safety
- **OSHA** Authorized Outreach Training
- **HAZWOPER** (Hazardous Waste Operations and Emergency Response)
- PPE (Personal Protection Equipment)
- Respirator Fit Testing
- Hazard Communication Standard
- **Red Cross** First Aid & CPR Training

Benefits of our offerings:

- On or Off Site training
- Flexible scheduling
- Committed relationship engagement to learn, access and provide the most effective training for clients unique needs
- Custom presentations to specifically address the safety concerns of each client
- Follow up to ensure effectiveness of training
- Record keeping of all training sessions and certifications