



Who are we?

In the mid 70's, Adia, a Swiss firm, purchased the American temporary staffing division of Snelling & Snelling. Adia actually meant "flexible" in Swiss. Throughout the 80's, Adia aggressively recruited locally owned temporary services to expand the Adia network nationwide. In 1987, Betty Boyer franchised her local Lafayette temporary service, Boyer's Temporary Help, with Adia. Over the last twenty years, we have experienced incredible growth as now most industries recognize the value of utilizing a temporary staffing firm. Ann Miller joined the Lafayette Adia team in July of 1992 and purchased the company from Betty Boyer in January of 1995. In 1997, Adia merged with a French company, Ecco, and became "Adecco."

AWM Enterprises, d.b.a. Adecco is owned exclusively by Ann Miller. The company holds the franchise agreement with Adecco and has the exclusive right to operate as Adecco in Tippecanoe and the seven surrounding counties. Ann continues to manage the day to day operations of the business. There are five fulltime employees of AWM Enterprises, Inc. The temporaries placed as Adecco Associates are employees of Adecco USA, Inc. and are processed under the federal id of Adecco USA, Inc.

Adecco USA, Inc. provides our company state of the art industry soft ware, processes our payroll and invoicing, negotiates the contracts for Insurance liability, along with a myriad of other competitive advantages. Ann believes that the combination of local ownership and management of her firm, along with the strength of national and worldwide experts in testing, employment law, and industry leadership provide local customers the best services available. Since Ann Miller is a member of the local community, her commitment to uphold the standards of service and the reputation of her company remain unmatched.

What we can do for you?

The staff at Adecco can search for all types of positions across campus. We can find **technical, accounting, clerical and service personnel** at your request to fill positions that are 1 day to 1 year in length. We have provided your human resource department a list of over 125 various positions that we have been asked to fill over the years. A description of the skill sets are available to you upon request, simply email Ann Miller at ann.miller@adeccona.com or pick up the phone to discuss the position and your specific requirements.

You can also simply fill out your request using the attached form. Complete it on line or fax it back. We are here to work with you in whatever format you desire. Ann Miller and her staff are also available to sit down with you in person and explain how we intend to find you the best fit possible. You are welcome to meet our candidate in person to ensure that they would be a good fit with existing personnel.

How do we find appropriate matches for you?

Adecco has negotiated with Purdue University to employ a host of standard screening procedures during the selection process that includes:

- **On-Line Application** = Applicants can do an on-line application at home or in our office.
- **Personal Interviews** = Every applicant will meet with one of our Office Supervisors to discuss their employment history, job requirements, and interests. Each applicant is then assessed to determine if the candidate is eligible for hire.
- **Assessments** = A detail of our assessments is listed below.
- **Reference Checks** = We must get at least one positive reference in order to be placed at one of our clients.
- **Employment Eligibility Verification** = Adecco Staff complete an I-9 on every hired Associate.
- **Basic Pilot Program (I-9 Verification)** = Every individual is cross referenced with the program available via Homeland Security. This is printed off and kept with each Associate's paperwork.
- **Local Tippecanoe County Criminal Background Check** = All individuals are checked against the local Tippecanoe county website for convictions.

Testing

Xpert Skills Proficiency Evaluation System

Adecco's proprietary Xpert Can Do, Will Do and Will Fit system combines Web-based, written and hands-on evaluations into an integrated application that provides us with all the information necessary to match applicants' skills, attitudes and preferences to Purdue University needs.

Utilizing special graphics and animation, each applicant is guided through a series of tests. Standardized instructions, automatic scoring and computer-monitored time limits ensure that the tests are fair, and that printed results accurately assess the applicant's level of proficiency. As a result, Adecco's clients can be certain that our Associates and direct placement candidates arrive with the required skills that enable them to be productive from day one.

Xpert Online

With the institution of Adecco's new Xpert Online program, a Web-based product for assessment and training, applicants can complete evaluations from home (or any computer with Internet access). As a result, Adecco recruiters can reach more candidates by drawing from both in-office and online applicants, thereby facilitating the assessment process and enhancing our capability to cost-effectively serve our clients. Benefits for the applicant include a less stressful environment, resulting in outcomes that are more consistent with true abilities.

We have over a hundred different tests to fill IT, accounting and clerical positions. We are happy to send you the tests on line so that you can determine the exact skills we are trying to match. E-mail Ann Miller at ann.miller@adeccona.com for a complete list or a sample test. We understand that matching skill sets for project specific needs or even a maternity leave is imperative to your department's success. We are here to ease your mind that your Adecco Associate has the skills to do the job and meet your expectations.

How much does it cost?

Adecco has committed to a simplified formula for all placements at Purdue University. Both our pay ranges based on skill sets and the fee to you has been set for the year. Every placement will be treated the same way. Your cost per hour is 38% over the agreed pay rate for the Associate. We have compiled a spreadsheet of over 125 positions with pay and bill rates, which has been approved by your human resource department. E-mail or call Ann Miller for this comprehensive list for your reference. You will be billed only for the hours you approve on the Adecco timecard presented by our Adecco Associate. There is no minimum assignment length but we do ask that Associates be scheduled for no less than 4 hours on any given day. Should you decide you would like to permanently hire one of our Associates, per our agreement with Purdue, each temporary placed must work 480 hours prior to hire, at no additional fee. Buy outs are popular, contact us for more information. All invoices are due within 30 days of receipt.

We want to hear from you and answer your questions.

Available to you upon request are:

- An order form
- Skill set descriptions
- Pay and Bill rates for over 125 positions
- Technical, Accounting and Clerical tests on line
- Evaluation Form
- Certificate of Insurance
- References from Purdue Staff

Our commitment to you!

We take a great deal of pride in our service and your satisfaction with Adecco!

Mission Statement

“Adecco will be recognized as the first choice supplier of Greater Lafayette’s employment services. We will strive to have long-term relationships with our clients by being a creative partner and by finding the best individual possible for each placement.

We will meet the needs of our clients and associates with a passion for quality, dedication to innovation, and a commitment to our employees.”

Call Ann Miller anytime to discuss our services by phone or in person!

Ann Miller, Franchisee

(765) 426-1774 cell

(765) 423-1798 office

Ann.miller@adeccona.com



“At Adecco, we go to work for you!”