



Manpower has been a thought-leader for over 60 years. That's given us insight you won't find elsewhere. We know how to determine what you need. And we have the expertise to deliver it.



# One source. Many solutions.

The world of work is constantly evolving. So are your needs. Manpower helps you anticipate and benefit from the changes happening now and next in the contemporary world of work.

## Service Leadership

Selecting Manpower means selecting a qualified, experienced firm. Manpower strives to meet your most important criteria when selecting a staffing partner:

- Quick Response
- Effective, Productive Associates
- Service by a Competent, Professionally Trained Staff

## Manpower and Purdue University Partnership

Purdue University has entered into a partnership with Manpower as an approved provider for temporary staffing solutions. Manpower has demonstrated experience in providing Purdue University with successful placements in administrative, lab technician, custodial, food service, and general labor positions. Manpower also has several Purdue University references available upon request.

**Order Process** Your order can be placed with one simple phone call. Contact the Lafayette Manpower office at (765) 429-5779 with the following information:

- Job Responsibilities and skills required
- Potential length of assignment
- Department Contact Name
- E-mail address for payroll and invoicing

Manpower will provide candidates who have been skills tested and screened to either start on the specified date; or coordinate an interview where you have an opportunity to meet the candidate — whichever method best meets your needs. Your Manpower representative will also provide you with a quote on estimated cost based on the preferred pricing that has already been established with Purdue University.

### Manpower Local Contact Information

**Address:** 2529 Schuyler Ave., Suite 500  
Lafayette, IN 47904  
**Phone:** (765) 429-5779  
**Fax:** (765) 742-6214  
**E-mail:** Lafayette.in@na.manpower.com  
**Website:** us.manpower.com  
**Branch Manager:** Laurie Brose

# Benefits of Working with Manpower

## Pre-screening Interview

One of the most significant steps we take when we screen a candidate into our system is the one-on-one interview. Manpower gathers essential information on the candidate's background, work experiences, interests and preferences. Our administrative associates also participate in a behavioral interview, where our staff is able to gain insight into how the candidate thinks and approaches work. This one-on-one time up-front helps identify candidates who are likely to succeed on assignment.

## Skills Assessments

Manpower thoroughly evaluates a candidate's abilities — beyond typing and phone skills. Technology now often requires that administrative professionals are able to manipulate data in spreadsheets, create presentations, populate databases, and operate a variety of applications. Manpower evaluates our candidate's experience with specific software applications, as well as their basic clerical experience through a variety of office skills assessments—such as Word, Excel, typing and proofreading. For a detailed listing of assessments available, please visit our website [www.manpowerassessments.com](http://www.manpowerassessments.com).

## Purdue University Experience

Manpower has proven experience successfully placing administrative, and light industrial workers throughout Purdue University. Previous positions filled have included the following positions: administrative professional, receptionist, lab technicians, custodial, and general labor. Purdue University references are available upon request.

## Quality Assurance

Your Manpower representative will make regular performance and end-of-assignment calls as a way to stay in constant touch with your department during the entire length of the associate's assignment. Through this communication, you have a variety of opportunities to relay feedback to Manpower.

## Performance Guarantee

We are confident our screening and assessment process will provide you with the quality associate needed for your open position. However, should you discover in the first (8) eight hours of the assignment that the associate is not an appropriate match for your needs, Manpower will not bill you for that time, and will immediately recruit and screen for a replacement.

## Easy, Electronic Reporting

Our associates submit their timekeeping through a web-based system, allowing you to approve or reject hours with one click of a mouse. You will also have the ability to print and review a history of hours submitted and approved throughout the course of the assignment. Of course, your Manpower representative can assist with any questions, and provide any additional reporting required.

[us.manpower.com](http://us.manpower.com)

What do you do?



Manpower®