



Staffing and Recruitment

Flexible Resources Lower Cost Services



Staffing agencies are challenged to maintain positive operating margin while adapting to today's unstable economic climate.

Core recruitment activities should be emphasized but resource capacity is strained due to the typical demand of back office administration. Your recruiting staff is a premium resource. What percentage of their workload is spent on administrative tasks such as resume processing, applicant tracking, credential verification and data entry? According to Cornerstone's OnDemand study, twenty five percent of an in-house recruiter's time is spent on administrative functions. These hours add up and the more time is devoted to back office tasks, the less capacity to focus on the more critical functions of staffing, recruiting and relationship management.

JKA offers several solutions to increase your recruitment capacity. Our in-house dedicated resources can perform the manual aspect of managing your candidates through the recruitment process as well as your back office administrative tasks. Our team provides the flexible capacity you need to scale your business without requiring an expensive investment in fixed labor costs. Our advantage is that we can provide these services at a fraction of your current cost.

*“Cost savings in
the 75% range.”*

*“Starting with as
little as 1 FTE.”*

Case Study

A Staffing Company

The COVID-19 pandemic caused an intense demand for healthcare workers. A Seattle-based healthcare staffing company was struggling with limited resource capacity and financial investment to rapidly onboard an influx of applicants. JKA assessed the Client's operational situation and quickly deployed resources to meet current needs. A dedicated JKA offshore team was assigned to support the various back office processes, from applicant tracking and qualifying and credential verification to employee onboarding and timesheet processing. Within a two-week timeframe, JKA's augmented staff was up and smoothly running the Client's back office administrative processes, providing significant growth to the Client's operations.

Engaging with JKA yielded many benefits for the Client including:

- The utilization of experienced resources from a low-cost offshore location (Vietnam) resulted in a 75% reduction in staffing costs.
- The lower cost structure enabled the Client to grow its business trifold without employing additional headcount in the U.S.
- The time zone difference allowed the Client to launch a successful after-hours staffing service. JKA provided the critical staffing and scheduling coverage from 10pm to 8am Seattle time.
- With expanded resource capacity, Client's management was able to provide more value-added "white glove" services, e.g. one-on-one communication, handholding during on-boarding process, and responsiveness to emergent issues.

Recruitment Operation Services. The growth of a staffing agency is built from its recruitment strength. This requires a solidly efficient recruiting operation. JKA's recruitment operation services is an optimal solution for small to medium-size staffing agencies. JKA's resources can serve as an extension of your recruitment team. We can perform the required administrative processes and free up your team for the more value-added client facing activities.

- Applicant Sourcing - Conduct niche sourcing of candidates as an alternative to expensive job boards.
- Applicant Tracking - Manage correspondences and resumes, conduct initial screening interviews and offer processing.
- Background Check - Conduct background checks and verify certifications to compile a more applicable list of qualified candidates for recruiters' review.
- Employee Onboarding - Perform the manual process of onboarding new employees, e.g. gathering documentation and data entry.

Back Office Services. Successful businesses maintain their flexibility by shifting expenses from a fixed to a variable cost structure wherever possible. Outsourcing your staffing agency's back office operations converts this non-revenue generating function into a variable cost component. More importantly, outsourcing back office tasks free up your valuable human capital and allow more time to focus on value-added activities. The administrative services JKA assumes will deliver cost efficiency and operational effectiveness to your staffing agency.

- Payroll Processing - Process weekly payrolls using your own application tools.
- Invoicing and Account Receivable - Provide accounting, bookkeeping, billing and accounts receivable services.
- Accounts Payable - Ensure timely payment of suppliers and other expenses.
- Timesheet Management - Track, compile and process employee timesheets.
- Schedule Management - Manage schedule and after-hours scheduling support.
- Reporting Function - Dedicate an analytical team to support your reporting needs.

For additional information about JKA or its services, visit www.jkadvisory.us or contact info@jkadvisory.us