

## PROFESSIONAL DEVELOPMENT / MENTORING

Owners Heidi Voorhees and Joellen Cademartori each have more than 30 years of experience in leadership positions in the public sector and in consulting with public sector and non-profit clients. We look forward to serving your organization's needs.

Our firm has extensive experience in delivering presentations at local, state and national conferences on current topics facing local government organizations.

Our consultants also serve as mentors for newly appointed managers department heads who may need limited and targeted professional development guidance and assistance.



### OUR CLIENTS SAY...

"Communication was timely, informative, **RESPONSIVE** and professional."

"The organization's **STELLAR REPUTATION** is well deserved! Start to finish: no detail was overlooked. The 'gold standard'!!"

"The knowledge the consultant had of the candidates was **IMPRESSIVE.**"

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to **CUSTOMIZE** the process based on the City's needs."



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## Executive Recruitment, Staffing Services and Management Consulting...

Tailored to Your Needs





### EXECUTIVE RECRUITING

Our recruitment and selection process is dynamic, thorough and tailored to each client's needs. We spend time understanding your organization's culture, the community and the qualities and experiences you are seeking in candidates for your position. In addition to the thousands of names in our database, we develop an outreach plan specific to your recruitment.



#### Our recruitment services include:

- Position assessment and detailed recruitment brochure
- Extensive outreach using social media, web-based advertising, multiple databases and personal contact
- Candidate evaluation and screening
- Candidate background due diligence
- Delivery of recruitment report prior to consultant presenting candidates

#### Other services we offer within our fee:

- Oral presentation exercises and written exercises for use during the interview process
- Public meeting facilitation/interviews with community groups
- Video interviewing for hiring authorities to use in the candidate evaluation process

#### Additional services to consider:

- Personality assessments
- Comprehensive community and employee surveys

### GENERAL RECRUITMENT SERVICES

- Limited Scope Recruitments
- Virtual Recruitments
- Professional Outreach

### CAREER CENTER

Reach thousands of job seekers by posting your open position on our Career Center. Job announcements are also pushed out through GovHR USA's social media platforms twice per week along with an email blast to thousands of local government job seekers.

### INTERIM AND CONTRACT STAFFING

GovTemps USA provides local governments with the opportunity to reduce costs associated with permanent employees such as medical benefits, pension contributions, worker's compensation, and unemployment compensation obligations.

#### Long-Term, Short-term, Temporary or Interim Placements Placements are available in a wide variety of positions including but not limited to:

- General Management
- Public Safety
- Public Finance
- Public Works and Utilities
- Parks & Recreation
- Planning and Inspections

### Temp-to-Hire Option

Employees may be transitioned to a permanent position in your organization after a trial period. This allows you to determine if the employee is the right fit for the position.



### HUMAN RESOURCES CONSULTING

GovHR USA offers a full range of human resources consulting services for our clients.

#### These include:

- Classification and compensation studies and job description development
- Employee performance appraisal system development and training
- Manager performance appraisal and goal setting
- Employee morale consulting
- Staffing analysis and succession planning assistance
- Assessment centers



### Virtual HR Services

We offer back office HR support that includes assistance with recruitments, collective bargaining preparation and contract analysis, policy analysis and development and personnel manual development.

### MANAGEMENT CONSULTING

Our management consultants have worked with counties, municipalities, and not for profit organizations of all sizes. We've led projects related to strategic planning, process improvement, public safety staffing and analysis, efficiency studies and organizational assessments of all types.



# GovTemps USA

## Staffing Solutions for Local Governments

GovTemps USA is the interim staffing division of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees, who have both had distinguished careers in local government management. They identified the need for a firm that specialized in providing short, long-term, and project-based staffing solutions for local governments.

### Our Clients

GovTemps has assisted numerous municipalities and counties as well as other local governments such as community colleges, park and school districts, townships, special government districts and intergovernmental agencies. To date, GovTemps has assisted more than 180 local governments in 16 states to fill over 500 different positions.

### Positions Filled

GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/ CFO's, Fire Chiefs, HR Professionals, IT Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.

### Why Employees Choose GovTemps

Employees choose GovTemps because of its reputation as a leader in providing temporary staffing assignments for local governments. GovHR and GovTemps senior staff are former local government employees with a commitment to public service who care about assisting qualified and talented people to find positions in local governments.

GovTemps offers employee benefits that include optional health insurance and a matching contribution towards an IRA for eligible employees. Many employees have been hired on permanently by the client in a temp-to-hire arrangement and more still are working in a long-term contractual capacity.

GovTemps carries professional liability coverage for all its employees. Employees who otherwise might consider working as 1099 independent contractor have opted to work for GovTemps and avoid paying for costly insurance.

### Why Local Governments Choose GovTemps

#### Availability of Talented and Skilled Candidates -

Leveraging its connection to GovHR, the GovTemps candidate network includes professionals in transition as well as retirees seeking temporary assignments. GovTemps actively recruits candidates through social media, attendance at association conferences and its connections in the field. GovTemps maintains a robust candidate library.

**Cost Savings** - By partnering with GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance and professional liability insurance on all its employees.

**Flexible Work Schedule** - GovTemps recognizes that local governments often do not need to fill a position on a 40 hour/week basis. Accordingly, GovTemps employees embrace flexible work schedules.

#### Creative Staffing Solutions

- ✓ **Temp-to-Hire** - Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? GovTemps can solicit, vet and present candidates under a temp-to-hire scenario.
- ✓ **Out-Sourcing** - Do you have a position that you will only need filled for a few months or a couple of years and would rather avoid hiring the person directly? GovTemps can take the lead and find you the right candidate.

### Selection Process

Upon notification from an agency that needs to fill a short, long-term, or project-based position, GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, GovTemps and the jurisdiction will enter into an employee leasing agreement.



To discuss your staffing needs, please contact  
Senior Vice President  
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# RECRUITING SERVICES



SCAN ME

**GovHR USA**  
offers tiered services  
to meet your  
recruitment needs.



## EXECUTIVE RECRUITMENT FULL SCOPE *Call for Quote*

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant will facilitate interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

## EXECUTIVE RECRUITMENT LIMITED SCOPE *Call for Quote*

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

## VIRTUAL RECRUITMENT \$9,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Submit top tier candidates to client along with all recruitment applications



## PROFESSIONAL OUTREACH \$4,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Submit all resumes to client after application deadline



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