

Hiring Made Easy



DRA | 25
Don Richard Associates | YEARS
The Employment Professionals

Temporary ■ Temp-to-Hire ■ Direct-Hire

Accounting & Finance

- Controller
- Accountant
- Bookkeeper
- A/P, A/R & Payroll Specialists
- Accounting Clerk
- Cost Accountant
- Credit & Collections
- Financial Analyst
- CFO

Business Support & Administrative

- Benefit Administration
- Receptionist
- Legal Secretary
- Administrative Assistant
- Executive Assistant
- Office Clerk
- Human Resources
- Customer Service
- Office Manager

Information Technology & Engineering

- Web Developer
- Software Engineer
- Networking & System Engineer
- IT Director
- Applications Programmer
- Technical Support
- Electrical & Civil Engineer
- CAD Drafter
- Project Manager

■ Hiring Made Easy

Do you have the time to advertise, screen, consult, interview, and sort through stacks of resumes? Even if you find time, the region's competitive employment picture and our healthy economy is probably giving you more staffing challenges than you have ever experienced before.

■ We send the Best

We become your consultant throughout the entire hiring process by analyzing the culture of your company and position requirements, as well as making suggestions on your interviewing and hiring practices.

■ When You Need a Hand

Whether you're staffing for special projects, employee absences, peak periods, or regular hiring needs, we provide you the specialized candidates you want and leave you with the precious time you need.





We have the resources and experience to
handle all your staffing needs.

For over 25 years, Don Richard Associates has helped businesses optimize their recruitment processes and identify the right talent for their specific requirements. As *'The Employment Professionals'*, you can trust us to provide professionals who will thrive and be challenged within your corporate environment, as well as strive to support your business goals.

Building Confidence Through Our Proven Hiring Techniques

Our longevity in the Hampton Roads area as one of the most reputable staffing firms has allowed us to develop an extensive network of the region's top talent. A seasoned, staffing specialist is dedicated to each client, which enables us to respond quickly and precisely match talent to task. We are so confident in our candidates, that we offer a guarantee for each placement.

"The best gift of all is the great employees we have obtained from Don Richard Associates"

~ Mercy Medical Airlift

- Twenty-five years of strong client and customer referrals with a database of over 26,000 candidates
- Comprehensive pre-screening, interviewing, reference checking, and testing which includes over 800 assessments and learning tools at no cost to you or our candidates
- Daily advertising in newspapers, directories, magazines, and regional and national online job boards
- Flexible hiring options including temporary, temp-to-hire, and direct-hire choices
- Post-placement involvement to ensure mutual success and satisfaction between client and candidate



Resources at your fingertips

It's simple, visit www.donrichard.com for helpful hiring tips, articles and newsletters to keep your business running smoothly.

Our Long-standing Commitment

Since 1981, we have made it our priority to be an active participant in the Hampton Roads business community to gain a better understanding of local industry trends.

This insight enables us to deliver today and anticipate future staffing needs. We are convinced our community involvement has cultivated our extensive network of clients and candidates.

- Participation in more than 40 local business associations
- Partnerships with local universities, technical schools, and other businesses
- Consistent presence in area career fairs and trade shows
- Continued support and involvement with charitable and civic organizations

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