






Recruiting Services

CONSULTATIVE SUPPORT TO HELP GUIDE THROUGH THE HIRING PROCESS

 Unlimited Phone Consultations	 Job Descriptions & Postings to all major Job Boards	 Candidate Background Checks	 Salary Surveys & Talent Pool Analysis	 Offer Letter Construction & Onboarding Assistance
Schedule a 30-minute phone call with an Extensive Recruiting Specialist	Assistance crafting a compelling Job Description that will be posted to all major job boards	An Extensis Recruiting Specialist conducts a thorough candidate screening	Provided with strong market analysis on open requisitions.	Expert Offer Letter drafting as well as assistance with New Hire Onboarding

*Limitations may apply.

SELF SERVE RECRUITING SITE

Have access to Recruiting Cloud, a site loaded with information, tools and resources to make recruiting and hiring employees yourself easier. Accessible through HRCloud, Recruiting Cloud is broken into easy-to-follow sections to guide you through the entire hiring process.

SEE FOR YOURSELF

Access Recruiting Cloud by typing “Recruiting Cloud” into your HRCloud search bar. Or, by selecting the **MY COMPANY** tab and find “Recruiting Cloud” under the Recruiting Services section.

HR Personalized.

At Extensis, we do things differently—we keep our promises.

We promise to help you hire great people because we know how critical it is to the success of your business.

Jennifer Tirado
Manager of Recruiting Services
Keeping Promises Since 2018



 **1.888.473.6398**  **ExtensisGroup.com**