



PROFESSIONAL SERVICES OF AMERICA, INC

Capability Statement

Professional Services of America, Inc. (PSA) is certified by the Small Business Administration as an 8(a), Woman Owned, Small Disadvantaged Business, Native American Company located in a HUB Zone. PSA was established in Parkersburg, West Virginia in 1989 and has built a strong reputation for providing quality services in the private and public sectors. PSA's record of excellence is unparalleled in today's business world. PSA is engaged in a variety of different but complimentary services with a focus on human resources and human resource development, offering solutions to our government and corporate clients.

Hiring

Executive Search
Permanent Placement
Employment Solutions
Contracted
Full Time
Part Time

Capabilities/Focus

PSA's commitment is to provide professional solutions for companies who face the challenges of managing today's workforce efficiently in order to maintain a high level of productivity. PSA tailors each program to meet the clients individual requirements. PSA's programs are designed to ensure that a variety of sensible and cost-effective staffing strategies are customized to meet each client's needs.

Safety & Training

Workforce Development
Contracted Services
Education & Training
E-Learning Capabilities
Sexual Harassment
Matter of Respect Training
Six-Sigma
Diversity Training

Services

Marketing
Project Development
Certifications
Grant Writing
Packaging and Labeling
Facility Management
Product Assembling
Site Development

Staffing

Flexible Staffing Solutions
Government Agencies
Medical - Doctors, Nurses
Engineers, Chemist
Executive/Management
Financial - All levels
Educational Institutions
Gas & Oil Industrial Workers

FLEXIBLE STAFFING SOLUTIONS: PSA provides a wide range of services to fulfill each client's requirements. Whether your needs are short term, or for permanent placement, clerical, technical or executive management, PSA customizes the right program to fit each client's individual needs.

PLACEMENT SERVICES: PSA works with its clients to develop and define job requisition scopes, skills, education requirements and prior work experience qualifications. PSA then proceeds to the "human resource acquisition" phase where the client and PSA reach a consensus on the successful candidate either as a full time, part time temp or permanent employee.

HR OUTSOURCING SERVICES: PSA's expertise in human resource management allows our clients to outsource their human resource requirements, eliminating the demands of managing human resources and human resource benefit programs. In all cases, PSA fulfills the ever increasing demands placed on companies today to comply with the governments' requirements. This allows companies to focus their resources on their core competencies. In all cases PSA fulfills the human resource acquisition process.

These services include:

- Application Acceptance and Review
- Candidate Screening
 - Background Checks
 - Employment and Education Verification
 - Test for Skills Assessment
 - Skill Development
 - Drug Testing
- Professional Credentialing
- Financial (Auditing)
- Medical

EXECUTIVE SEARCH PSA maintains an extensive database of professional personnel to fill all your professional and technical positions.

COMPREHENSIVE RECRUITING: PSA's nationwide recruiting program leaves no stone unturned to provide the right person for the right job. PSA maintains a very sophisticated background check system to meet all its clients needs. The program includes telephonic pre-screening, in depth candidate interviewing, reference checking, employment verification credit checks, drug testing and education verification.

QUALITY CONTROL PROGRAM: PSA's goal is to maintain the highest level of service and delivery possible for all its' clients. PSA strives to provide each client with highest quality of personnel with the ability to self- monitor and self-regulate its employees. This unique feature allows PSA to effectively communicate with both its own employees and clients.

CONTRACTED SERVICES: PSA's contracted services include sexual harassment education and compliance, workplace safety training and audit compliance, marketing surveys, customer service and sales training, and business development, comprehensive human resource compliance, administrative functions - A/R and A/P processing and labor law compliance.

WORKFORCE DEVELOPMENT: PSA services include six-sigma training, professional training seminars in teambuilding, leadership training, customer service, inside sales, e-learning capabilities to support skill and performance enhancement and "Train-the-Trainer" skills.

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