



Information is our forté

Staffing Services Profile

Cadence Group draws on more than 20 years of experience in library science, information architecture, and technology solutions to help clients deliver valuable information to people who need it the most.



GSA Contract Holder

Benefits

- ▶ Promptly fill information management positions with qualified information specialists
- ▶ Reduce sourcing costs
- ▶ Avoid business downtime
- ▶ Concentrate on your core competencies

Staffing

Information Challenge

There are probably times when you have a gap in your information management (IM) staffing — when you have the knowledge to do the job but are short on workforce.

For example, you may need a records manager for your records center, a credentialed librarian, or a professional researcher. Perhaps someone is on extended leave or has an unexpected medical emergency.

In cases such as these, you must quickly find qualified information specialists — when you need them for as long as you need them. Yet, it's not practical to keep IM recruiting specialists on your staff for those infrequent times when you could use their help.

Cadence Group Solution

Regardless of your IM staffing requirements, Cadence Group can assist you with its seasoned recruiters and database of qualified candidates. We provide IM Staffing services that help clients promptly fill positions, reduce sourcing costs, and avoid business downtime.

Cadence Group practices the disciplines of information management, library science and technology services with all its clients. Because we perform this work every day, we know what skills are needed and can quickly find the right person for you. We are uniquely qualified to fill your IM staffing needs because we have:

- ▶ Almost two decades of IM staffing, consulting, and outsourcing projects
- ▶ In-house staff of IM professionals who perform for our clients what you want done for your company – we know what it takes to do the job
- ▶ Commitment to the IM industry with active involvement in trade associations, research, and speaking engagements
- ▶ Current expertise and continuing education to keep pace with regulatory changes and compliance issues

Consulting

Outsourcing

Staffing Services

Cadence Group employs full-time IM recruiters to provide your organization with qualified information specialists. We maintain active files of carefully screened, viable candidates, and arrange personal interviews so you can select the best person without distraction from your primary responsibilities.

Staffing services include temporary (both short and long term), temp-to-hire, and direct-hire placements.

Temporary (short and long term)

Increased workloads, employee absences, and shifts in priorities can wreak havoc on the productivity of an organization. Experienced full-time or part-time information specialists are available to help you through these changes with the least amount of disruption.

Temp-to-Hire

Information specialists are temporarily assigned to your organization for a trial period to determine if their skills are suitable for full-time placement. After that, you may convert them to direct hires.

Direct Hires

Our recruiters know what skill sets you need for direct hires, because we employ the same type IM professionals in our company. We help you efficiently fill these positions, reducing your sourcing costs, and avoiding business downtime.

Information Management Positions

You can count on Cadence Group to provide experienced IM resources for the following positions:

Libraries

- ▶ Library manager
- ▶ Credentialed librarian
- ▶ Library paraprofessional
- ▶ Archivist
- ▶ Cataloger

(continued on back)

Cadence Group
1095 Zonolite Road
Suite 105
Atlanta, Georgia
30306
404-874-0544
404-874-0541 (Fax)
www.cadence-group.com

To learn how you can secure the best information management staffing solutions for your needs, please contact Cadence Group at 404-874-0544, ext. 105 or by e-mail at staffing@cadence-group.com



Research

- ▶ Professional researcher
- ▶ Competitive intelligence consultant

Records Management

- ▶ Certified records manager
- ▶ Records manager/coordinator
- ▶ Records analyst
- ▶ Records specialist: data entry, circulation
- ▶ Records clerk: scanning, filing
- ▶ Indexer
- ▶ Abstracter
- ▶ Medical biller/coder

Content Management

- ▶ Taxonomy specialist
- ▶ Web content manager
- ▶ Web designer
- ▶ Systems/information architect

Information Management

- ▶ Program manager
- ▶ Program administration specialist
- ▶ Programmer/analyst
- ▶ Information manager
- ▶ IM consultant
- ▶ Information specialist
- ▶ Information technician
- ▶ Information clerk

Doing Business with Cadence Group

Cadence Group has more than 20 years' experience servicing a variety of clients including corporations, law firms, technology companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated assessments for future considerations.

Whether you need research, records management, taxonomy development, knowledge management, or the staff to run a virtual/physical library, Cadence Group offers the requisite Staffing, Consulting, and Outsourcing services to fill your needs.

- ▶ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them —

for temp, temp-to-hire, and direct-hire placements.

- ▶ **Consulting** services help you define your IM needs, develop custom solutions, and train users in new processes and systems.
- ▶ **Outsourcing** services provide a cost-effective way to run an IM business operation outside your core competencies. With outsourcing solutions, we take care of everything — management, staffing, and day-to-day operations — saving you as much as 30% on the cost of running many business operations.
- ▶ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with PRO-Net and the Central Contractor Registration System of the Department of Defense.
- ▶ **Partnerships** — Cadence Group forms partnerships with software vendors, Internet Service Providers, and other IT companies. We help our partners integrate their technology solutions with our proven information and knowledge management services.

For More Information

To discuss your IM staffing needs, contact Cadence Group at 404-874-0544, ext. 105 or by e-mail at staffing@cadence-group.com.

Industries We Serve

- ▶ Academic/Schools & Education Services
- ▶ Consulting
- ▶ Energy
- ▶ Food and Beverage
- ▶ Health Care
- ▶ Legal
- ▶ Manufacturing
- ▶ Media
- ▶ Non-profit
- ▶ Retail
- ▶ Telecommunications
- ▶ Technology
- ▶ Transportation