



We can help you:

- *Simplify the entire assessment process.*
- *Staff an entire operation.*
- *Fill key staff positions.*
- *Assess current staff for promotion.*
- *Build a better business!*

"It's like having extra staff without the extra cost!"

— **Jane Fullerton**
HR Director, Ingram Book Co.

Instant posting and closing of your job openings.

Instant forwarding of all applicant information.

Sorting and reports on demand.



The best people-assessment tool you can use!

541-672-7761
www.ute1stop.org

760 NW Hill Avenue, Roseburg
(behind Garden Valley Shopping Center)

"In just 8 weeks UTE turned 200 applications into 24 solid candidates of which we hired 12."

— **Shawn Ballard**
Administration Manager,
Alcan Cable

We can help you find new people, assess for promotion, build a better business!



Linking great jobs with great people!



ute1stop has been helping businesses find new people and assess current staff since 1975.

We assess everything from basic job skills to problem-solving and personal characteristics.

Whether you need to staff an entire operation, add a few key staff people or hire a single person, **ute1stop** can make your task easier.

We make it easier to hire and promote with confidence.

We begin by helping you compile a qualifications profile describing what abilities, skills and background your ideal candidate should have.

And we do it all at a very reasonable cost to you.

Here's just a sample of the tests we can run:

Basic Skills Test

Measures language and math skills.

Office/Computer Skills Test

Measures skill level in typing, Excel, Word, PowerPoint, Access, etc.

Occupation-Specific Tests

General Accounting, Payroll, Accounts Receivable & Payable, Medical Billing/Coding, Call Center, Customer Service, Data Entry, MS Office, Secretarial, Millwright, Electrician, Mechanic, etc.

Personnel Test

A general cognitive test used by the NFL to test learning skills and problem-solving.

Reliability Test

A screening test to confirm that applicants can do what they say they can do.

Personal Characteristics Inventory

Forecasts job-related behaviors and compares your candidates to occupational norms.

We post your openings, take applications and screen for the best candidates.

Once we post your job online it's available to job seekers 24 hours a day, 7 days a week.

We advertise on locally broadcast television and cable TV stations to make all possible applicants aware that **ute1stop** is the best place to find a job!

We take applications and screen for all necessary qualifications.

We check backgrounds for criminal, DMV and Social Security and send regret letters.

***You decide who to hire.
You control the cost.
We just make the whole process easier!***

If you have any questions, please phone us at 672-7761. Visit our website, www.ute1stop.org Or just come see us.