

# ExpenseEDGE Certified Supplier Program

Welcome to Manpower! Whether you need 100 temporary workers for peak season or 3 permanent employees with specialized skills, we have the talent you need to accelerate results. Manpower is the global leader in contingent and permanent recruitment workforce solutions. By leveraging our vast network and trusted brand, we'll provide the people you need, when and where you need them.

## A Partnership You Can Count On

Working with Manpower is easy. Your team of experts is at your service – simply email our Project Services team at [projectservices@manpowergroup.com](mailto:projectservices@manpowergroup.com) with a copy to Jean Faour-Baker at [jean.faour-baker@manpower.com](mailto:jean.faour-baker@manpower.com) or call me at 682-201-0334.

This guide will provide you the information you need to maximize your Manpower services and know what to expect when working with Manpower. We are thrilled to welcome you aboard and look forward to partnering with you!

## Requesting Temporary Talent

Our temporary associates can help you achieve agility during your busiest business cycles. To request temporary talent, simply email [projectservices@manpowergroup.com](mailto:projectservices@manpowergroup.com) with a copy to [jean.faour-baker@manpower.com](mailto:jean.faour-baker@manpower.com). Please feel free to reach out to me at 682-201-0334 at any time.

Please have the following information ready when you place your order:

- Number of associates needed, job descriptions, assignment start and end dates, working days and hours and the work location.
- Along with Dress code any personal protective equipment needs, supervisor report to information, reporting instruction, and the time approver

I will enter your staffing need in our system then introduce you to the local Manpower field office. While you develop local Manpower relationships, I am your point of contact for order entry and management.

## Requesting Permanent Talent:

The right talent can make all the difference in your organization. We will find candidates with the skills you need through our recruitment expertise. To request permanent talent, contact Jean Faour-Baker at [jean.faour-baker@manpower.com](mailto:jean.faour-baker@manpower.com) or call 682-201-0334 to discuss the job description, requirements, salary range.

## Driving High Performance:

Periodically, we'll ask you to evaluate the performance and work habits of the associates we place. These confidential evaluations will help us provide you with the highest quality talent and enable our associates to do their best work. We use the information you provide to coach and counsel our associates and reward them for a job well done.

You will also receive requests for service evaluations. By continuously monitoring our levels of service, we will deliver superior customer service.

If you have a question about the ExpenseEDGE Certified Supplier program, call me at 682-201-0334.

Jean Faour-Baker