

In a crowd  
of qualified  
candidates,  
do you know  
*which one is  
right for you?*



*We do.*



## PALMER LEGAL STAFFING

is passionate about what we do. Since 1997, we've expertly matched law firms and corporate legal teams with top-notch candidates.

We provide personalized and professional services with the highest degree of integrity and ethics.

*"THANK YOU for your help in our recent search for an Operations Manager. You found us candidates that matched exactly what we were looking for—even when we changed our direction midway through. I know this was a tough position to fill and you came through for us!"*

—Human Resources & Secretarial Manager, Premier D.C. Law Firm



- ✓ Uniquely qualified to get the job done from day one
- ✓ Top notch skills and education
- ✓ Passion for her career and outstanding work ethic
- ✓ Fits your organization's culture to a tee

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## ABOUT PALMER LEGAL STAFFING

Palmer Legal Staffing is an award-winning, full-service legal recruiting and placement agency with a track record of satisfied, long-term clients in the Washington, DC metropolitan area. With driven dedication, our mission is to provide professional and personalized services to the legal community, focusing on the integrity, ethics, and diligence of both our own business practices and those of our candidates.

Our experience, expertise and our high standards are fundamental to your success. We understand your challenges in keeping up with today's business environments and changing budgets while maintaining seamless workflow processes. Our thorough screening process means you receive exceptional candidates right from the start so you stay focused on your imperative responsibilities and not on staffing. Additionally, we also have one of the most competitive guarantees in the industry.

*The Washington Business Journal awarded Palmer Legal Staffing with these elite recognitions:*

- Top 25 Largest Woman-Owned Businesses in Washington, DC
- Top 50 Fastest Growing Companies in Washington, DC
- Top 25 Largest Temporary Staffing Agencies in DC Area

### OUR GUARANTEE

Palmer Legal Staffing has one of the most comprehensive guarantees in the industry. Our competitive guarantee gives you peace of mind that we've equipped you with top quality candidates.

## OUR EXCLUSIVE PROCESS

We take meticulous steps in matching you with qualified candidates quickly. Our personalized approach means we take great care in listening to your needs and learning about your organization's culture.

**Recruiting Qualified Candidates:** Our recruiting process is comprised of several outreach initiatives, including targeted advertising campaigns and methodical filtering of online job banks and employment listings. Additionally, our established reputation allows us to retain top-notch candidates through our referral program. Our continual recruitment shortens the time it takes to supply direct-hire candidates and fill requests for temporary employees.

**Initial Candidate Screening:** Staffing specialists carefully review an applicant's résumé before conducting a telephone interview to gauge his or her professionalism, maturity, and general attitude. Candidates are selected not only to meet the necessary skill aptitude required for the job but also to fit your organization's culture.

**Precise Testing:** Selected applicants are tested on their job skills and computer facility before being considered for a face-to-face interview. We use any of 48 different tests, tailoring them to the requirements of a specific position.

**Face-to-Face Interviewing:** A recruiter interviews each qualified applicant individually—the most important factor in placement. We pay attention to detail and ask the right questions to find the best match.

**Applicant Verification:** We verify applicants' employment references to ensure you are entrusted with qualified, first-rate employees.



## OUR FULL LINE OF SERVICES

Palmer Legal Staffing provides you with candidates for direct hire, temp-to-hire and temporary positions. Our database of over 9,000 candidates has been carefully screened by our skilled recruiters who understand legal terminology and intricacies of the legal profession. Our extensive client list includes in-house corporate legal departments and law firms of all sizes. Not only can we effectively staff a firm or an office of any size, we can provide candidates with experience in any field of law or type of law firm.

Whether you need a manager or a mailroom clerk, Palmer Legal Staffing personalizes each search to fill the position. Candidates we offer include:

- Attorneys
- Paralegals
- Legal Administrators
- Department Managers
- Law Clerks
- Legal Secretaries
- Litigation Support
- Accountanting Staff
- Human Resources Staff
- Information Technologists
- Project Assistants
- Executive Assistants
- Administrative Assistants
- Receptionists
- Librarians
- Office Services
- Records
- And More!



## A MESSAGE FROM THE PRESIDENT

Carol Palmer is the founder and president of Palmer Legal Staffing with over 16 years of law firm administrator experience, including 12 years at a large, prestigious international law firm.



*"I am extremely committed to helping our clients and applicants find just the right match. It's more than just about placements—it's about building long-lasting mutual relationships. My golden rule is that I want to treat clients the way I wanted to be treated when I was an administrator. That's why Palmer Legal Staffing has successfully maintained an ongoing outstanding reputation."*



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LEGAL STAFFING

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