

Texas Air Conditioning Contractors of America

Present to You



*An Associate Member of the
Air Conditioning Contractors of America -
Greater Houston*



THE TACCA SCREENING PROGRAM

- “Turnover” of employees causes frustration and wasted payroll expense when trying out those who are “here today and gone tomorrow.” The Cole Group has a proven reputation for dramatically reducing turnover and helping to identify those who are more likely to be long term and dependable.
- If you have ever hired unmotivated workers who only do what is needed to “just get by”- you need The Cole Group.
- Nothing you will ever do at your company can be more cost effective than hiring *better* employees. Why would you continue to hire people without knowing as much as possible about them and if they had “problems” in their past? Their past has a way of predicting their future. So why not pick up the phone and call The Cole Group at (800-232-5602).

Confidence is knowing that you found the best possible fit for a job opening. **The Cole Group TACCA Screening Program** can quickly show your company how to avoid costly “hiring mistakes.” Troublemakers, malcontents, criminals, and litigious persons looking for an excuse to file a lawsuit against you, need not apply.

If all you have to go on when making a hiring decision is how the applicant looks, talks, and fills out an application - it is just a matter of “luck” as to how he or she turns out. The Cole Group will assist you in making hiring decisions based on factors other than just “looks” and “luck.”

Our fees are not based on beginning salary or pay. There is a simple “flat fee” for each person you screen through The Cole Group.

Learning the answers to just a few of the below questions will enable you to avoid the frustrations, wasted time, wasted wage expenses and hard feelings when you find out too late - you got a “bad fit” for the job:

Reassure yourself and most importantly your customer, that a licensed, honest, drug-free technician is who you send to work for your client

THE COLE GROUP WILL ASSIST YOU IN PROCURING EMPLOYEES BASED ON...

- Where has the applicant really worked?
- What jobs has the applicant had that were not listed on your application, and why were they not listed?
- What were the real reasons and circumstances causing an applicant to leave jobs or be terminated?
- Where and why has the applicant been fired by employers?
- What will previous employers say about the applicant’s dependability and work ethic?
- Has the applicant ever utilized attorneys in disputes with an employer?
- Has he or she ever used an attorney to file a lawsuit or complaint against an employer?
- Does the applicant have a criminal history?
- Is there a problem with current drug or alcohol abuse?
- When is the last time he or she used illegal drugs in a “casual or recreational manner?”
- How many outstanding and unpaid tickets does he or she have?
- How many outstanding bad checks?

The Texas Department of Licensing and Regulation (TDLR) requires that all Air Conditioning Technicians hold the appropriate license before performing any air conditioning or refrigeration work. **The Cole Group** can verify that an applicant has the required TDLR license. **Failure to comply with the requirement will result in a heavy fine for YOU.**

THE COLE GROUP



800-232-5602
www.thecolegroup.com
Se habla español!

When Considering Someone for Employment, The Following Steps are Taken:

1. The hiring/department manager reviews the application, interviews the applicant, and determines if the applicant seems to have the necessary skills and work experience for the position.
2. The hiring/department manager explains to the applicant that your company utilizes The Cole Group to verify background information, work history, and job skills that they have provided on the application and in the interview. To give yourself an "out" if it is the decision of management to not hire the applicant -- it is very important to be non-committal and mention that other people are being considered, and that the company will decide who is the best fit for this opening, and that you will give them a call tomorrow if they are selected.
3. The applicant is asked to call our 1-800 number and interviewed over the phone concerning their background and work experience. NOTE: The purpose of this procedure will be to determine where the applicant really worked, and the real reasons he left prior jobs. This in-depth background screening procedure delves into issues such as: jobs that were not listed on your application; detailed reasons the applicant left previous jobs; reasons terminated (fired) by previous employers; if he or she has ever disputed or appealed the reasons he was terminated (in order to qualify for unemployment benefits); reason why he or she has ever utilized attorneys; use of attorneys in disputes with employers; lawsuits and complaints against former employers; criminal history; substance abuse history; vehicular accidents, traffic citations and outstanding warrants for unpaid tickets; history of writing insufficient fund checks and resulting arrest warrants; etc.
4. The applicant is sent to take a Drug test at one of our hundreds of Texas locations.
5. A background investigation will be conducted by The Cole Group to determine any prior criminal arrest history of theft, fraud, embezzlement, drug/alcohol problems, sexual misconduct, violence, etc.
6. A report is sent via email usually within 24 hours.

**AVOID COSTLY
HIRING MISTAKES
BY USING THE
COLE GROUP**

THE HISTORY OF THE COLE GROUP

In business since 1973 and located in Houston, Texas, The Cole Group provides screening services to a vast array of companies who seek the best possible applicant. We have worked with and provided services to companies for over 35 years.

The Cole Group handles giants in their respective industries. However, the real backbone of its business is made up of the hundreds of small and medium sized companies who may not maintain a full time Security or Human Resource staff. Such companies find it cost effective to outsource this critically important function to The Cole Group.

Larger companies that do have HR professionals rely on The Cole Group to provide information not available from the many "proprietary data base" companies who have nothing to offer but "public records."

In the 1970's there was almost nothing an employer could do when considering an applicant other than to try and persuade former employers to say if the person was eligible for re-hire. For legal liability reasons most employers were, and still are, reluctant to provide very much useful information about their former employees.

From a modest start in the early '70s, The Cole Group has grown to serve companies coast-to-coast.

To meet the need of companies for more useful information about their applicants, The Cole Group has developed and refined a screening system over the years that incorporates multiple functions and sources of information.

Often, if given the opportunity and urging, an applicant will tell the truth about their past -- the bad as well as the good -- when they learn that it is in their best interest to do so. They are made to understand that failure to be truthful will cause them to not get the job. The Cole Group interview process is so effective because it gives every applicant such an opportunity -- because no applicant is perfect, and no employer expects it. Call it psychological persuasion. Call it logic. The Cole Group has developed a unique ability to persuade applicants, for their own benefit, to "set the record straight" if they were untruthful when submitting an application.