



CSG is a Direct and Contract placement agency specializing in placing individuals in many rewarding positions. CSG has a marketing and recruiting team second to none which we are always looking for qualified applicants to add to our expanding database. We will solicit companies for our candidates and market them on a one on one basis.

CSG offers choices at competitive rates. Freedom to select the perfect assignments best fit to your skill set and interests. Assignments geared specifically to your skills means more job satisfaction and the opportunity to sample new work environments, meet new people, make new friends, and expand your horizons.

With over 20 years of experience supplying companies with direct & contract personnel, CSG has acquired hundreds of top companies as clients. These companies respect CSG's expertise in locating the individuals they need to meet their labor demands. In addition, CSG has an outstanding reputation with the candidates we work with for placing them in rewarding positions with major companies. CSG works diligently in joining both Client and Applicant to make sure both parties are mutually satisfied with the entire employment process.

freedom to live and
work as you choose



reputable.dependable.focused.
csgjobs.com

Policies And Procedures

For Contract and Temp positions, CSG is your employer. As your employer, CSG is committed to your ongoing success. Help us help you by calling a CSG Representative if any of the following occurs:

- Your going to be late or absent and cannot report to work as expected
- You are asked to do something unsafe or you have a concern about job safety
- You are involved or observe a workplace accident
- Your assignment is extended or you are offered a full-time position
- You have a question, concern or problem regarding your work situation
- Your assignment ends and you would like to be assigned elsewhere (Failure to contact us upon assignment completion may result in unemployment benefits being denied)
- You change your name, address, phone number or tax status

Compensation

1. You will be paid based on time slips signed by your Supervisor and submitted in person, fax or mail to the CSG office. (Some locations may utilize information from automated time keeping systems).
2. Falsification of timecards is grounds for immediate termination.
3. Paychecks may be mailed to your home or picked up in the CSG office.
4. Direct Deposit is available.

Be on time. Punctuality will help you get off to a good start. When you arrive for your first day, expect to find the permanent staff working under a heavy load. Introduce yourself to the person to whom you are to report. Don't be afraid to ask questions, but avoid unnecessary conversation and delay.

Contract Specialties Group Ltd.

New York Corporate Headquarters:

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Holtsville, NY 11742
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Fax 631-475-7920

Florida Office

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Phone 321-956-8009
Fax 321-956-6620

csgjobs.com



specializing in Engineering & Manufacturing industries



Military / Defense

Commercial

Electronics

Aerospace



From the moment your resume is submitted to us, we will attempt to make sure all of your goals and challenges are met as you enter into the job hunting process. A trained recruiting professional will be assigned to you ensuring you are properly represented to our clients as a professional. We are here to help you further your career path and any assistance you require is simply a phone call or email away. We will attempt to solicit you to the right company that will meet your skill set, career and monetary goals.



Benefits & Incentives

Benefits of contract employees or temp to hire positions:

- No Fees
- Personal Service
- 401K
- Direct Deposit
- Independence
- Job Diversification
- Time & a Half Overtime
- Weekly Dependable Pay
- Competitive Rates
- Payroll Deductions
- Insurance Benefits
- Referral Bonuses
- Skill Upgrading

In addition to all of these great benefits, CSG also invites our candidates to participate & share in our success through a program we call our "referral bonus incentive program". CSG initiated a bonus system believing that all individuals should have the opportunity to share in our success and profitability.

The way it works is simple. Refer companies that are looking for employees or applicants looking for a new career opportunity. If CSG places these applicants or fills positions, a bonus will be paid to the referee, it's that simple. **So refer applicants and companies and grow with us.**



Contract Basis or Direct Placement.

Pay & Time Procedures

Your weekly paycheck is based on your completed and turned-in time reports. As your employer, CSG will deduct the necessary FICA, Federal and State (where applicable) taxes. You will be paid an hourly wage, determined both by your skills and our customer's work requirements. Your hourly wage may vary from job to job. Your Service Representative will tell you how much the job will pay before you accept the assignment.

Time reports are to be completed as follows:

- Print the client's name.
- Print your name & Social Security number
- Sign your name.
- Record & total each day's hours (minus lunch time).
- Record the week ending day (Sunday following work week).
- Record week's total hours.
- Have a supervisor or authorized personnel sign & date time report.
- Send in time reports upon completion to receive paycheck promptly.

CSG's workweek is Monday through Sunday. Return your completed, accurate time reports to the CSG office no later than Tuesday 10:00 am following your workweek. Late arrival will delay your paycheck. You will be paid weekly. Our Automatic Deposit feature allows your weekly pay to be automatically deposited into your checking or savings account at your bank.

We look forward to teaming up with you.

Electrical Engineering

Components
Embedded Systems
Hardware/Software
Microwave
Radio Frequency
Research & Development
Reliability/Maintainability
Software
Test/ATE
Instrumentation (I&C)

Mechanical Engineering

E/M Packaging Design
Equipment
Machinery Design
Piping
Mechanical Designers
Thermal Stress Analysts

Test

Analog/Digital
Associate Engineers
Field Service
Production Test
Radio Frequency
Repair
Research & Development
Systems Test/ATE

Production

Writers
Solderers
Electronic Technicians
Inspectors
Assemblers
Shipping & Receiving

Procurement/Administrative

Configuration Control
Contracts Admin
Documentation Control
Production Planning
Program Managers
Purchasing
Technical Writing
Technical Illustration
Expediting
Planning/Scheduling

Quality Assurance/Control

Inspection
Electro/Mechanical
Mechanical
Quality Engineering
Incoming, In-Process
Final Inspectors

Machine Shop

CMM Operators
CNC Programmers
CNC Operators
Machine Operators
Machinists
Mechanical Inspectors
Tool Makers
Jig & Fixture Builders

Management

Operations
Production
Manufacturing
Quality
Test
Purchasing
Marketing
Design/Drafting
Business Development
Engineering