

*Personnel Directions, Inc. is a direct hire search firm that specializes in the placement of administrative support professionals. Serving Twin Cities Corporations for over 28 years, our level of customer service, market expertise, and extensive candidate network have saved companies thousands of dollars in turnover, training, and human resource costs incurred in the hiring process. The key to our success is your success. Our reputation is based on your satisfaction.*

**Quality, Integrity, & Experience.**



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**Personnel Directions, Inc.**

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Directions, Inc.**

**Providing Outstanding  
Services to the Metro  
Area since 1982.**



**The best jobs.  
The best candidates.  
It's that simple.**

**PERSONNEL | DIRECTIONS**

# Quality, Integrity & Experience



**Personnel Directions, Inc. has been providing direct hire administrative support to Twin Cities' corporations since 1982.**

## CANDIDATE SERVICES

We recruit and place executive/administrative assistants, legal secretaries, receptionists, office managers, marketing, sales and accounting related support. We represent clients in a variety of industries, including but not limited to: healthcare, finance, law, advertising and manufacturing.

Our candidates pay no fees and are provided with experienced guidance throughout the interviewing process by an individual consultant.

## CLIENT SERVICES

**In partnership with our clients, we provide the following services:**

- ◆ Face-to-face interviews of candidates
- ◆ Skills testing
- ◆ In-depth Reference checks
- ◆ A guarantee period following the placement of a candidate
- ◆ Complete facilitation of the interview process
- ◆ Clear and honest assessments of the candidate's skills and requirements
- ◆ Constant and concise communication with candidates and clients

Our candidates are recruited by using an extensive network built and cultivated over the last 28 years. We find candidates that often don't respond to advertising.



We save our clients time, money, and effort in finding the perfect fit for their company and we back up our commitment with a guarantee.



## ABOUT PDI

Our staff is committed to the quality, integrity, and efficiency of our services. We are **enthusiastic** about what we do, which means we do it better. We believe the key to our success is a very simple one. We **listen** to what our clients and candidates need.

**Quality, Integrity, & Experience.**  
It's that simple.

**Member Minneapolis  
Regional Chamber of Commerce**

**Certified as a Women-Owned Business by the  
State of Minnesota**

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