



A LETTER FROM OUR MANAGEMENT TEAM



Dear Professionals and Students,

On behalf of the management team at PediaStaff, I wanted to take a brief moment to thank you for your interest in PediaStaff. We realize that you have many choices in your search for the perfect career opportunity, and we are pleased that our reputation and quality have led you to visit our website and consider our company.

I hope you have had a chance to speak on the phone (or perhaps in person at a show) with some of the folks on our team. We have the most personable, knowledgeable, and honest group of staffing consultants and career associates in the business, all committed to your professional development and to the field of pediatric therapy.

I don't want this letter to be a sales pitch, so let me close by thanking you again for choosing PediaStaff as you finish your degree and take this first step in your career. It's a big step, and we look forward to working with you as you carefully select your first position in pediatric or school based therapy.

Stay in touch and let us know how it is going. Feel free to send me an email any time. I am always interested to hear feedback on how we are doing and what you might like to see us add to the valuable resources section of our website.

Best Wishes,

Heidi Kay

Chief Executive Officer / VP of Marketing

heidi@pediastaff.com

cc: Keith Adams, VP of Recruiting and Operations

cc: Brenda Adams, CFO and VP of Human Resources

JUST A FEW OF OUR MOST FREQUENTLY ASKED QUESTIONS

What kind of placement and staffing does PediaStaff do and what settings do you place in?

PediaStaff excels and specializes in the placement and staffing of pediatric and school-based (also called education-based) occupational, speech language pathologists (speech therapists), physical therapists, and school psychologists. Pediatric and School Based placements are all we do. Our clients are school districts, general hospitals, children's hospitals, early intervention providers and pediatric outpatient and rehab facilities. Our clients hire travelers, contract therapists and direct hire employees from us. Sometimes our candidates start out as contractors and then convert to direct.

What are the advantages and disadvantages of travel/contract positions compared to direct hire placement?

Travel or Contract placement can be preferable for a therapist in several situations. For one, pay is generally much higher when contracting. If you are traveling in a state or city away from your permanent place of residence you may be eligible for tax-free per-diem to cover the costs of your housing and meals while working away from your primary residence. Traveling/contracting is also ideal if you are looking to explore new areas of the country for a while.

Advantages of direct hire placement would include opportunities for professional advancement – a direct hire employee will generally be offered promotions long before a contractor. Benefits may be better in a permanent environment. Generally school districts have excellent benefits; and although the pay is much lower for district employees vs. contracting, candidates with large families may find that the better benefits package outweighs the lower annual salary.

What is “travel therapy” and how does it differ from “contract therapy”?

A “contractor” is generally a candidate who lives locally to the client but is compensated hourly and paid through a staffing agency or back-office. A “traveler,” like a contractor, is also paid hourly and paid by an agency or back-office, but has arrived from out of town for the duration of the assignment and usually qualifies for a tax-free per-diem to pay for the expenses associated with living out of town while maintaining a residence back home while on assignment. Contractors, because they are local, do not have these additional expenses and are not eligible for per diem or housing.

What benefits does PediaStaff offer?

PediaStaff offers contractors a highly competitive benefits package which includes travel assistance, licensure, professional dues, malpractice insurance reimbursement, and continuing education. PediaStaff utilizes a back office that will serve as your employer for the duration of the contract assignment and offers a national medical, dental, vision, life insurance, 401K program and paid time off. Paychecks are weekly and direct deposit is offered. Please see your PediaStaff recruiter for a detailed benefits sheet.

Do you provide housing or is there an allowance?

The back-office provider PediaStaff utilizes operates on the per diem system rather than providing the actual housing. This means you will receive an hourly portion of your pay – tax free, that is to be used for your housing. We believe this is a superior system to that of providing housing because you can choose how much to spend and where to live rather than having us decide for you.

What is tax-free “per diem” and who is eligible?

Tax-Free Per Diem is an allowance defined by the IRS as money that can be paid to you (tax-free) to cover living expenses incurred during the assignment. Candidates living away from their permanent residence (defined as where you are currently paying rent or mortgage) are eligible for per-diem. The spirit of this allowance is to exempt from taxation any duplicate expenses affiliated with work that would not be necessary were you living at home.

What type of support is provided if I have a clinical or administrative problem?

PediaStaff offers career support through its staff of clinical support coordinators from the day you begin your assignment through its completion. Support is available 24/7 by licensed therapists.

These are just a few of our most Frequently Asked Questions.

Please visit our website to read more:

<http://www.pediastaff.com/pedia-faqs>

A TIMELINE FOR JOB HUNTING SUCCESS

We're sure you've heard the old adage that "Timing is Everything!" This has never been truer than as you take the next step toward becoming a Pediatric/School Based Therapist or Assistant. Your first job search as a therapist is important to you...and that makes it important to us as well! To help you, PediaStaff would like to provide you with a "road map to success". It's really not that hard if you have the proper direction. So let's get started:

At the Beginning of Your Master's Program:

- Visit **www.pediastaff.com** to register with us and familiarize yourself with our large library of online resources, articles and so on.
- Sign up for both the weekly and monthly PediaStaff Newsletters – they contain information-packed articles, videos and more - by leading therapists, organizations, and other experts.
- Begin preparing your professional resume. List all pertinent class work, projects, awards, publications, and workshops you've attended. Also include para-professional employment and volunteer work if applicable. Use bullet format please. This is a work in progress!
- At PediaStaff, we are not fond of "Don'ts." So here are a few "Do's" for you to consider when beginning your search:
 - *Do* post your resume...but limit where and how many...YOU take control of your job search.
 - *Do* choose your recruiter carefully...the right one is your "best friend and ally" in your search.
 - *Do* stay focused on what's important now....your clinical experience and preparing for your professional exam.

In the Final Year of Your Master's Program (6 months from graduation):

- Continue working on items in the section above.
- Begin the process of identifying your *location preferences* and communicate them to your PediaStaff recruiter.
- Set up a separate email account (yahoo, Gmail, etc.) for ONLY job search related issues. Keep it professional! (For example: jsmithslp@yahoo.com, or sjonesslp@aol.com)
- Update your resume. Include all clinical work...quantify whenever possible (worked with 8 students at John Jay Elementary School...list diagnoses and treatment used.)
- Take a minute and go back to **www.pediastaff.com** and update your information; address, phone, email, etc.

Three Months from Graduation – During your Clinical Fieldwork

- Same as above. Begin to narrow down your *setting preference*.
- Definitely connect with your PediaStaff recruiter in your area to discuss job prospects – we can customize a search just for YOU.....*these would be new opportunities NOT listed on our Website currently.*
- Establish and convey your availability for phone and face-to-face interviews to your PediaStaff recruiter(s)

Two Months from Graduation

- Schedule your professional exam (PRAXIS or others), if you have not already done so.
- Make sure you update your resume to include clinical affiliations and send to your PediaStaff recruiter.
- Develop a reference list – Ask your references for permission so they know you're listing them, and ask each for a written reference - these are sometimes helpful.
- Continue search process with your recruiter and check www.pediastaff.com regularly to see where new jobs are located.
- Build a schedule of available times for phone interviews and visits with prospective employers.

One Month from Graduation (Oh my Goodness, it's Getting Close!)

- Continue to conduct interviews as needed.
- Begin licensure research - review requirements for the state(s) you are interested in.
- Develop plans for relocation (if necessary).
- Finalize your resume with graduation, professional exam results, and any articles published or continuing education taken.
- You should be in weekly contact with your PediaStaff Recruiter.
- Be sure to have your relocation plans in place to include cost of relocation.

We highly encourage you to plan for some down time for yourself! It is important for you to begin your new career rested, refreshed, and ready to tackle the challenge ahead!

Pass it on! We need your help in spreading the word to new therapists and your school's career counselors. Please feel free to share this Game Plan for Success. You can even refer your therapist friends to PediaStaff. If we find a job for someone you send us, we'll give you a referral bonus!

Please call our Career Services Team with any questions1-866-733-4278

INTERVIEW TIPS

This document will help you prepare for this interview and improve your chances of landing a great job with one of our clients. Please note, that while some of the advice offered here may seem obvious to you, it might not be obvious to everyone, and we would rather share things that sound basic rather than omit something that we assume you know.

These tips are provided for your consideration for both direct hire positions as well as contract assignments. Although a contract job is not a “commitment for life,” the employer conducting the phone or face to face interview will be looking for a strong indication that you are committed to the position you are being considered for and that you are truly interested in their district. Many interviews for contract jobs are done strictly by telephone, and as such are often perceived by the candidates as less important as an interview that takes place face to face. In fact, the opposite is actually true. A telephone interview may be your only chance to make your best impression. It is much more difficult to get the “real you” across by phone, so you need to make the most of every minute by preparing ahead of time.

BEFORE THE INTERVIEW:

Research the employer in advance. Learn specific details about the organization, the department, and specifics about the job so that you may be as informed as possible about them. Most of this information can be found on the organization’s website or by “Googling” them and reading articles you find online. Your PediaStaff recruiter will be able to help you collect much of this information, but whatever else you can learn on your own will only serve to help you even more. For example:

- Size – the number of students or clients served, number of schools, number of administrators or managers
- Recent awards and honors the district or organization has received.
- Reputation - How is this district or employer perceived in the city/town compared to others
- Administration - a visit to the school or company website will generally lead you to current news and information about the district or organization.
- The makeup/census of the caseload – What are the economic, geographic, cultural and socioeconomic factors for the families that you will be serving. If the employer is a school district, is it growing or shrinking?
- How big is the department? Number of therapists? Number of administrators?
- Total number of Exceptional Children served – Is the caseload growing or is there attrition?
- If a school, how are the children served? Are the students served through a pullout model? Are therapy sessions done one on one or in groups?

SPECIFIC JOB QUESTIONS TO HAVE ANSWERED BEFORE THE INTERVIEW:

- Why is the job available?
- Exactly where is the position located?
- What will be the population and makeup of your particular caseload?
- Is there a supervisor over your area or will you report directly to the Director or Assistant Director?
- How many hours am I guaranteed (or can I expect) per week?
- Is paperwork done by computer or manually, and will I be provided with all the tools I need to succeed?
- Email address of the interviewer so you can send him/her a “thank you” note.

All of this will not only create a stronger image of you in the interview, but likewise will provide you with a better basis for evaluating the opportunity if an offer is made.

FOR THE PHONE INTERVIEW:

- Schedule a time where you can give the interviewer your undivided attention.
- Keep the interview “clinical” and focused on the job duties. Other, more general questions can be answered by your recruiter or through your research.
- Don’t talk about money. Again, your PediaStaff recruiter has that information for you.
- Let the interviewer ask his or her questions first to ensure that the interviewer covers all that they want to learn about you. If there is time, feel free to ask job related questions.

FOR FACE TO FACE INTERVIEWS:

- Getting there: Have good directions and allow plenty of time to get there.
- As a starting point, it is critical to understand that the impression you make in the first few minutes of the interview generally sets the tone for your success or failure for the entire interview.
- Dress conservatively; avoid bright colors. Make sure hair is clean and neatly styled. Avoid perfume and cologne but make sure you wear deodorant to control perspiration and odor.
- Be exceptionally courteous to everyone you meet.
- Even if you’re having a bad day, put on a smile and show your enthusiasm for the job. Many hiring decisions involve more than one candidate. Personality and motivation are often tie-breakers.
- If you want the job, ask for it. At the very end of the meeting say why you’re excited about working there and that you’d like to have the position.

RESUME PREPARATION TIPS

A resume is a “living” document that will grow with each new job and professional experience. That said, it should concisely and effectively describe and sell your most relevant credentials. An employer will spend very little time reviewing your resume, so it must be clear and targeted for the type of job you are applying for. You may have more than one resume with different objectives. Don’t be afraid to “toot your own horn” because if you don’t, nobody will! Beware of typos and grammar errors as these will leap right off the page. Remember, this may be the only time you get to make an impression on an employer!

Before Writing the Resume:

- Compile your educational experience. This will include all degrees you have completed or are in the process of completing as well as relevant courses and seminars.
- Catalog all your work experience such as your clinicals, therapy related jobs, and positions working with children (special needs as well as typical). Also include jobs which demonstrate your leadership and interpersonal skills whether they are speech related or not.
- Make a list of your honors, scholarships, academic and community achievements.
- Put together names of all of the professional and community organizations to which you belong.
- Choose three references who will speak highly of you (check with them first). Get their full names, titles, phone numbers, and email addresses. Also ask them how they prefer to be contacted.
- Create a record of publications and papers you have written and presentations you have given.

Writing the Resume

- At the top of the resume put your name, address, phone number(s) and email address. Only include references to blogs or social networking sites if they are exclusively used for work. We also recommend that you open a free account just for your job search. Gmail or Yahoo are great for this. Also, make sure the voicemail message on the phone number you have listed is clear, professional, and states your name.
- Declare your objective, the type of job you are looking for, and the population you wish to serve. This should be short and general. Do not close the door on any type of job you might have an interest in. Create a second resume if you find that your possible career objectives don’t work well in one document.
- Create your educational information section. Working with most recent first, list the schools, city, state, year of graduation and the degree earned (or expect to earn).
- Write your experience/work history. List this experience in reverse chronological order. Include title of job and use descriptive action words to describe your duties and responsibilities. Examples are “achieved”, “communicated”, “recommended”, “provided”, etc. Avoid passive verbs like “have written” or “was selected.”
- Add a section for publications or papers you have presented, if relevant.
- Create a section for any honors you have achieved. These honors should include academic, civic, and any other awards you may have received in the community.

After Writing the Resume

- Show the completed document to a trusted friend, professor, or peer who can proofread it, look for things you may have missed, and help you with any areas of confusion.

John Doe

2245 Ray Drive
Conway, AR 72034
Phone: (123) 456-7890
E-mail: johndoe@gmail.com

Objective

I am seeking to obtain a clinical fellowship year position as a speech-language pathologist.

Education

University of Central Arkansas

Master of Science in Speech-Language Pathology June 2008 – May 2010

Bachelor of Science in Speech-Language Pathology August 2004 – May 2008

Relevant Clinical Experience

Practicum Site – Pediatrics Plus June – August 2009

Conway, AR

- Therapeutic experience with ages 8 months – 6 years in the areas of language, articulation, feeding/swallowing, social aspects, augmentative alternative communication, and cognition.
- Experience with diagnostic evaluations and report writing
- Special exposure to severe disabilities (Cerebral Palsy, Autism, seizure disorders) and the unique challenges they present

Practicum Site-Speech Language Hearing Center August – December 2008

University of Central Arkansas, Conway, AR

- Therapeutic experience with both pediatric and adult populations in the areas of articulation, social aspects, hearing, and cognition
- Opportunities to participate in group therapy for pragmatics and social skills
- Exposure to adult therapy for traumatic brain injury and accompanying behavioral issues
- Extensive opportunities to handle intricate schedules, paperwork, meetings, and commitments in a professional manner
- Diagnostic experience including parental interaction, test administration, professional collaboration, and report writing

Other Information

- Awarded the UCA Trustee Scholarship August 2004 – May 2008
- Member of the ArkSHA Planning Committee 2008
- Participant at Gears for Ears, presented by Arkansas Children's Hospital – April 2009
- Member of NSSLHA August 2005 – May 2009

References

- Available on request
-



Benefits Overview

PediaStaff, Inc., is a full-service pediatric and school-based therapy staffing company that provides services within schools, hospitals, and clinics nationwide. PediaStaff utilizes the contract staffing services of Top Echelon® Contracting, Inc., to handle all employment issues (income tax, payroll, benefits, human resources, etc.). Utilizing Top Echelon Contracting as your employer gives us the ability to provide you the best support available as well as an assortment of benefits that makes being a contract employee easier!

Some of the benefits include:

- **Clinical Support by Qualified Therapist**
- **Completion Bonus**
- **Paid Time Off**
- **Licensure Reimbursement**
- **Outbound Travel Reimbursement**
- **Extra Eight - Summer Pay Plan**
- **Continuing Education Reimbursement**
- **Malpractice Insurance Reimbursement**
- **Mileage Reimbursement**
- **Per Diem Wages (Lodging/Meals Allowance)**

Employee Benefits

Health Insurance: Top Echelon Contracting is offering employees health insurance through **Anthem Blue Cross and Blue Shield**, one of the largest and most nationally recognized health care companies in the United States! Employees working an average of 30 hours or more per week will have the opportunity to participate in one of the **THREE Plans** described below:

Anthem Lumenos HSA

Type of Coverage	Employee Monthly Premium	Weekly Payroll Deduction
Employee Only	\$ 118.38	\$ 29.60
Employee and Spouse	\$ 402.76	\$ 100.69
Employee and Child(ren)	\$ 281.70	\$ 70.43
Family	\$ 613.80	\$ 153.45

Anthem Blue Access PPO D11

Type of Coverage	Employee Monthly Premium	Weekly Payroll Deduction
Employee Only	\$ 148.57	\$ 37.14
Employee and Spouse	\$ 469.11	\$ 117.28
Employee and Child(ren)	\$ 332.65	\$ 83.16
Family	\$ 706.98	\$ 176.75

Anthem Blue Access PPO 28

Type of Coverage	Employee Monthly Premium	Weekly Payroll Deduction
Employee Only	\$ 232.81	\$ 58.20
Employee and Spouse	\$ 638.20	\$ 159.55
Employee and Child(ren)	\$ 489.89	\$ 122.47
Family	\$ 896.73	\$ 224.18

Employee Benefits (continued)

Dental Insurance: Employees who work at least an average of 30 hours per week have the option to elect dental insurance. This is a voluntary plan where you can choose to see any dentist. 100% of the usual and customary cost is covered for preventive procedures immediately, 80% for restorative procedures immediately, and 50% for major procedures after a 12-month waiting period. The cost to the employee is based on individual, employee and spouse, or family coverage. Single, \$37.40 monthly; Family, \$106.90 monthly; Employee + one, \$72.80 monthly.

Vision Insurance: This voluntary plan is available to employees who work at least an average of 25 hours per week. The vision plan includes savings on vision exams, frames, lenses, and contact lenses. A laser vision correction benefit is also included. Single, \$7.36 monthly; Employee + two or more, \$20.56 monthly; Employee + one, \$14.00 monthly.

Voluntary Life Insurance: This Voluntary Group Term Life Insurance policy is available to employees who work at least an average of 30 hours per week. You may buy the life insurance in multiples of \$10,000 up to \$500,000 not to exceed five times your annual salary. Additional life insurance may be purchased for your spouse and children. These life insurance policies are portable, meaning you can choose to keep this coverage even when you leave Top Echelon Contracting's employment. Rates are based on your age, amount of coverage, and whether or not you smoke.

Voluntary Accidental Death and Dismemberment Insurance: This Accidental Death and Dismemberment insurance policy (AD&D) is available to employees who work at least an average of 30 hours per week. If a covered employee loses their life caused by an accident, the life insurance amount will be doubled. If the covered employee loses their hand, foot, or sight of one eye caused by an accident, half of the life insurance amount will be paid. If the covered employee loses two of the above caused by an accident, the life insurance amount will be doubled. Rates are based on amount of coverage elected.

401(k) Savings Plan: All eligible employees have the option to join Top Echelon Contracting's 401(k) Savings Plan at the end of six months of continuous employment. You can contribute up to 90% of your weekly gross pay on a pre-tax basis up to the current year maximum of \$16,500. If you reach age 50 or older in 2009, you may contribute an additional \$5,500 to the plan. You may roll over previous employers' 401(k) money into Top Echelon Contracting's 401(k) immediately.

Disclaimer: Benefits are subject to change based on Top Echelon Contracting, Inc., vendors, suppliers, and company requirements.

Please visit our Web site for state specific insurance information:
www.TopEchelonContracting.com/Benefits.aspx



Your Recruiting Agent

PediaStaff, Inc.
319 W. Jefferson Street, Suite D
Tupelo, MS 38804
(866) 733-4278 - Option 1, Ext. 903
(866) 733-4278 - Fax
contactus@PediaStaff.com
www.PediaStaff.com

Your Employer

Top Echelon Contracting, Inc.
P.O. Box 20990
Canton, OH 44701-0990
(888) 627-3678 or (330) 454-3508
(330) 454-8891- Fax
info@TopEchelonContracting.com
www.TopEchelonContracting.com

Visit PediaStaff.com for Free Therapy Resources!

PediaStaff understands how important your career development is to you, and we want to be part of that journey even when you are not on the job market. Whether you are a therapy student, concentrating on your studies or an experienced therapist, PediaStaff is here to help you learn more about your profession and the kiddos you serve. During the past year, we have devoted hundreds of hours to the creation of an online library of resources devoted entirely to topics in pediatric therapy.

Here are just some of the resources you will find at www.pediastaff.com:

Resources by diagnosis (articles, videos, book recommendations, web links) including:

- Autism
- Selective Mutism
- Childhood Apraxia of Speech
- Stuttering
- Down Syndrome
- Bilingual Issues
- Cerebral Palsy
- Childhood Stroke
- Animal Assisted Therapy / Hippotherapy
- And many, many more

Links to sign up for the PediaStaff Newsletters:

- Monthly Newsletters: At least four articles by experts, bloggers and academics in the field. Speech Language Pathology Corner, Occupational Therapy Corner, Pediatric Therapy Corner, Focus on Bilingualism, Q&A – Ask an Expert and the Bonus article always contains great information for pediatric and school based therapists.
- Weekly Newsletters contain news from the world of pediatric therapy, bonus articles, upcoming events, CEU opportunities, therapy ideas and activities, websites of interest to therapists, “feel good videos” about special kids and their accomplishments.

Information you can use including directories of:

- Undergraduate and Graduate Programs
- Continuing Education Providers
- Job Market Readiness Tools including Resume and Interview Tips and more
- Vendors and Sources of Therapy Materials, Products and Tools
- State Licensure Boards
- State ASHA, AOTA and APTA Chapters