

# about abc solutions\*

A workforce development company that is involved in all aspects of staff recruitment, assessment and pre-screening to help its civic stakeholders and private employers grow their financial mission.

# get in touch

## MAIN OFFICE

3340 Peachtree Road | Suite 1800  
Atlanta, GA 30326

## CONTACT

(800) 918-8657  
hr@thesolutionisabc.com

[www.thesolutionisabc.com](http://www.thesolutionisabc.com)



# abc solutions\*

An Innovative Career Placement Agency



## INTAKE TEAM: (PHONE SCREENER)

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This team plays a critical role in determining which appropriate services are offered to our clients. Interns assist by completing phone screening and scheduling initial in office appointments.

## INTAKE (EVAL) + JOB APPS TEAMS

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The role of these teams are vital. An initial evaluation and case profile is developed and a case account number is assigned by our intake interns. Our job apps team meet clients either online or in office to assist in developing resumes and completing job applications for open positions.

## JOB RECRUITMENT + SOCIAL MEDIA TEAMS

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Statisticians and public relations interns report the progress of our #100jobs campaign throughout our social media platforms. Interns also invite keynote speakers to attend our monthly luncheons.

## TEAM LEAD CHECKLIST FOR TRAINING INTERNS

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Develop skills for civic engagement



Develop project management skills for career development



Develop skills in effective public speaking



Develop skills in behavioral management



Showing empathy to others, being more open minded and caring



Developing greater level of self confidence and maturity



Develop a better understanding of personal self worth

