



# KEEP YOUR BUSINESS CRANKING WITH TOP NOTCH

Boost productivity and efficiency with  
the best local talent on demand.

*We are Wichita's staffing and  
recruiting agency of choice.*



# YOU KNOW THE SOUND...

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...The sound of a well-oiled machine. The purr it makes when parts fit perfectly and work together smoothly.

Top Notch Personnel helps you build and maintain a team that operates like a well-oiled machine. With a laser-focus on consistency, accuracy, and fast solutions to staffing challenges, we keep Wichita businesses humming.

## Access the best talent in Wichita

- ⚙ Control costs
- ⚙ Adapt quickly to changing demand
- ⚙ Achieve critical deadlines
- ⚙ Increase efficiency and productivity
- ⚙ Get on-demand access for immediate needs
- ⚙ Plan strategically for long-term goals
- ⚙ Simplify your company's staffing and recruiting

**WHEN TOP NOTCH HAS  
YOUR BACK, YOU CAN MOVE  
FORWARD WITH CONFIDENCE**

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# YOU DON'T HAVE TO SETTLE FOR LESS THAN TOP NOTCH

Cookie cutters are great for your kitchen. But not for your business. We customize solutions for unique needs by learning everything we can about your goals, challenges, market position and work environment.

**THE RESULT:** Optimized labor and ROI delivered with speed and accuracy, every time.

## Top Notch Solutions

### TEMPORARY & CONTRACT

Match your workforce to your workload with flexible staffing solutions. Ramp up quickly when you need to, and control costs when demand returns to normal levels. Whether you need one person or a full team, our temporary services are customized to your needs.

### TEMPORARY-TO-HIRE

Hiring always comes with risk, but temporary-to-hire lets you assess a potential new employee for fit before committing to a full-time job offer. Temporary-to-hire solutions help you reduce hiring risk and control recruiting costs.

### DIRECT HIRE

We offer a full complement of services – extensive candidate searches, in-depth interviews, skills assessments, and presentations of fully qualified candidates who will be poised to make a positive impact.

### PAYROLL

Top Notch can handle payroll for your contingent workforce or your entire workforce. As a local company, we solve issues faster than national providers and deliver a better experience. Our “Payroll Promise” is to ensure we fix any issues with payroll within one hour.



# INDUSTRIES WE RECRUIT FOR

## CONSTRUCTION

Top Notch Personnel excels at helping businesses quickly and precisely access full-time or temporary construction labor. We keep your projects running on time and on budget and your team operating like a well-oiled machine.

- ⚙ Trade Labor
- ⚙ Estimator
- ⚙ Project Manager

## MANUFACTURING

Top Notch Personnel keeps manufacturing businesses running at peak performance. From entry level to management, we help Wichita companies access great employees and build effective teams that keep things moving.

- ⚙ Skilled Labor
- ⚙ Semi-Skilled Labor
- ⚙ Floor Management
- ⚙ Engineering

## CALL CENTER

Keep customers happy and provide an exceptional experience with our hands-on, personalized approach to staffing. We are known for making accurate matches quickly, even when needs are complex or highly unique.

- ⚙ Customer Service Manager
- ⚙ Online Sales Support
- ⚙ Market Research

## AIRCRAFT

With over 50 years of combined experience, Top Notch knows the industry and the local job market inside and out. We help our clients quickly fill critical roles and plan long-term workforce management strategies.

- ⚙ AP Mechanic
- ⚙ Quality Inspector
- ⚙ Engineers

*"Top Notch Personnel is exactly what their name says they are. "Top Notch"!! Extremely experienced and knowledgeable in their industry, always at the forefront of any employment information that you need whether employer or employee. Locally owned with the creative and entrepreneurial approach to business for the success of all."*

— MARSHA G.

# WHY TOP NOTCH?



## SPEED


Deadlines don't change when you're short-staffed. Whether you need one person or a full team of skilled employees, we deliver quickly to ensure you can stay cranking and achieve your goals.

## EXPERTISE

We focus on our core areas of expertise because we know those industries inside and out. That knowledge makes us a valuable partner for your immediate and long-term workforce needs.

## ACCURACY

Close enough isn't good enough. You receive a full assessment of a candidate's skills and personality, so you know what a candidate is capable of and if they'll be a good fit for your company culture.



## INTEGRITY

We do the right thing for our clients every time, period. As an extension of your internal hiring team, we work both for you and with you. You can always count on Top Notch to do what's best for your business.

## TRANSPARENCY

We don't hide our processes or mislead you about an employee's skills. We work hard to put great people in jobs where they will deliver value. At Top Notch, we keep you informed every step of the way.

## EXCEPTIONAL EXPERIENCE

It is our job to make your job easier, which is why we form long-term partnerships with our clients and focus on making every search an experience to remember for all the right reasons.

*"Top Notch Personnel has been our sole staffing vendor for 6 years. We can trust them to not only find people but also to be responsive on payroll and compliance issues. They know our business and what type of workers to send us. I highly recommend Top Notch Personnel."*

— BRIAN M.



# WE ARE WICHITA

## TOP NOTCH PERSONNEL IS PROUD TO SERVE THE PEOPLE AND BUSINESSES OF WICHITA.

When local businesses are strong and local people are gainfully employed, the entire city hums. We are dedicated to keeping great people working and great companies cranking at peak performance.

Founded to provide local employers with the highest level of customer service, we are redefining the way Wichita companies think about staffing and recruiting.

### We deliver:

- ⚙ The highest level of service in the region
- ⚙ Long-term strategic partnerships
- ⚙ Timeliness
- ⚙ Expertise
- ⚙ Top-notch personnel

With every search, we deliver personal attention and accurate results. It's why our clients trust us with their long-term workforce needs and it's why talented people choose to work with us when looking for new opportunities.

**EVERY GREAT  
COMPANY  
NEEDS A CHIEF  
MOTIVATING  
OFFICER.**

*Top Notch Personnel is driven by a mission to provide exemplary service to our clients and employees. We work hard to help every client and every candidate achieve their goals. And cheering us – and Wichita – every step of the way is Guy, The Top Notch Dog. **HE IS #WICHITAPROUD.***



# CHOOSE A PARTNER WITH A PURPOSE

At Top Notch, we are driven by passion and purpose to help Wichita businesses and job seekers achieve their goals. We are a people-first company that treats every client and every candidate like family.

## OUR MISSION

At Top Notch Personnel, we will provide exemplary customer service to our clients and our employees.

## OUR VISION

To be a business partner with our clients that proactively recognizes workforce demands and consistently meets those needs through industry-leading services and solutions.

⚙️ Core Values

⚙️ Service Excellence

⚙️ Communication

⚙️ Accuracy

⚙️ Honesty and Integrity

If you share our values and our commitment to keeping Wichita cranking, we want to work with you.

*"Top Notch Personnel has been our dedicated recruiting partner for two years. I appreciate how Top Notch is always searching for candidates that have the skills required to succeed in our business. Specifically, the recruiters at Top Notch know how to listen to what we need and then find that ideal match. After a tough search this past summer, I was very impressed with their exhaustive search and 'no quit' attitude that found the right employee for my business."*

— ADAM H.





## Let's Work Together To Keep Your Business Cranking

Top Notch Personnel has the experience, expertise, and passion to deliver solutions that keep your business operating at peak performance.

**We are Wichita's premier staffing partner.  
What can we help you achieve?**

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