

The following vendors have been approved by Northeastern University for temporary staffing needs.

### **Total Clerical Services, Inc.**

#### **How To Place A Job Order Online**

As a client of Total Clerical Services, Inc. you have the ability to place orders online by logging on to our website [www.tcsemployment.com](http://www.tcsemployment.com) and clicking on the "Place a Job Order" icon located on the left hand side of the Home Page. Simply fill out the provided form and submit your request. Our Team of Recruiters will receive a notification and contact you within thirty minutes to discuss your staffing need.

##### **Primary Contact**

John Conte  
Client Relationship Manager  
617.248.0780 x203  
[jconte@tcsemployment.com](mailto:jconte@tcsemployment.com)

##### **Secondary Contact**

Timothy J. Puglielli  
Branch Manager  
617.248.0780 x204  
[tpuglielli@tcsemployment.com](mailto:tpuglielli@tcsemployment.com)

### **Preferred Temporaries**

#### **How To Place A Job Order Online**

We here at Preferred Temporaries like to make things as simple as we can for you. Our online order feature is set up with this concept in mind. Simply log on to our website at [www.preferredtemps.com](http://www.preferredtemps.com), go to the "Client" section, select "Place an Order", fill out the details and an e-mail is sent to all employees with Preferred Temporaries to begin sourcing qualified candidates.

##### **Primary Contact (s)**

Nathan O'Keeffe  
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617.723.1919  
[Nathan@preferredtemps.com](mailto:Nathan@preferredtemps.com)

Charlie Orcutt  
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[Charles@preferredtemps.com](mailto:Charles@preferredtemps.com)

Kathy Orcutt  
Owner  
617.723.1919  
[Kathy@preferredtemps.com](mailto:Kathy@preferredtemps.com)

### **Randstad**

#### **How To Place A Job Order Online**

NEU managers may order temporary personnel by contacting the local Randstad branch office at (617) 350-6336 or by submitting a request online at [www.randstadworks.com](http://www.randstadworks.com). All departments at NEU have been set up with individual usernames and passwords to allow for simple transactions and comprehensive reporting. If you do not know your department's username and password, please contact the Randstad branch. All temporary personnel placed at Northeastern University by Randstad have been screened and background checked according to NEU's internal policies and procedures.

##### **Primary Contact**

Kerry Kilduff  
NEU Preferred Account Manager  
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[kerryanne.kilduff@us.randstad.com](mailto:kerryanne.kilduff@us.randstad.com)

##### **Secondary Contact**

Matthew Donoghue  
Area Vice President  
617.350.6336  
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#### **Billing**

Department budgets are directly charged. No purchase order is required.