

Certifications:

- LSDBE (Local Small Disadvantaged Business Entity)
- WOSB (Women owned small business)
- DC LTRB (Long term resident business)
- GSA Contract: GS-07F-0025N
- NAICS: 561110, 561310, 561320, 541214, 541219

Who We Are: The Choice, Inc. is a small, women-owned, regionally based professional staffing organization with over a quarter-century of experience. We are large enough to afford staffing solutions of large scope and size and small enough to provide personalized service. The Choice, Inc. is able to supply the finest caliber of talent on a temporary, temporary to hire or direct placement basis through our aggressive recruiting plan. On a client need-to-need basis, our attractive depth of resources includes, but is not limited to:

- **Administrative Assistants**
- **Executive Assistants**
- **Receptionists**
- **Customer Service Specialists**
- **Clerical Workers**
- **Database Specialists**
- **Contract Specialists**
- **Project Managers**
- **Help Desk Technicians**
- **Payroll or Accounting Specialists**
- **Human Resource Managers/Assistants**
- **Research Assistants**
- **Financial Analysts**
- **Paralegals or Legal Assistants**
- **Meeting Planning Assistants**
- **On-site Event Staff**
- **Event & Meeting Registration Assistants**

“Boutique” Style Service: The Choice, Inc. forges long-term partnerships by catering to each client’s unique needs. This fosters the trust and respect that enables The Choice, Inc. to define or refine clients’ real staffing requests and goals. Our service approach includes:

- A high quality recruiting plan that ensures we attain the region’s highest caliber talent through:
 - Nation-wide, online recruiting
 - Strong candidate referral program
 - Online testing of Microsoft Office Suite, data entry, typing and more.
 - Behavioral assessment interviewing focusing on skills, image, and attitude
 - Verify credentials through professional reference checks, degree verification, and criminal background checks
- Managing a quality assurance surveillance program which ensures placements are meeting client expectations and performing efficiently in their roles.

For additional information on how The Choice, Inc. can be of service to your organization, please contact us at 202.408.1700 or market@thechoiceinc.com