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## Business Summary

Grace Federal Solutions is a professional services company and a recognized leader of healthcare services focused on delivering recruitment projects and programs that are innovative and creative and that consistently exceed customer goals and expectations. Our team of recruitment experts provides federal agencies, healthcare organizations, universities and commercial entities throughout the Continental United States with various recruitment support solutions including: Full Lifecycle Talent Management; Operations & Administrative support; Healthcare/ Clinical Research; Project Management; Quality & Compliance; and IT & Data Management. Grace Federal Solutions helps organizations achieve their mission through superior program management and quality performance.

## Certifications:

Woman-Owned Small Business  
State of North Carolina Historically Underutilized  
Business Minority-Owned

## Core Competencies

Grace Federal Solutions provides the highest level of people and recruitment processes to deliver in the areas of:

- Healthcare, including PAs, CMAs, Nurses, Lab Technicians, Phlebotomists, Pharmacy Techs, Health and Wellness Specialists, etc.
- Full Lifecycle Talent Management
- Patient Revenue Management including Clinical Documentation Analysts, Medical Coders, Auditors, Call Center Support, Patient Registration and Claims Processing
- Operations & Administrative Support including Intake Personnel
- Clinical Research Support
- Project Management

## Differentiators

Grace Federal Solutions has a mission-focused team that delivers the right skills, training and desire to dig in, figure it out and work until the project is successfully completed. Grace Federal Solutions is dedicated to going beyond the standard by leveraging our strong processes, people and project delivery solutions.

- Over six decades of healthcare expertise (combined experience)
- Proven process for successful project outcomes
- Selected as a Member of the VA Women’s Owned Cohort Program
- Premier sponsor of Medical, Biomedical and Biodefense
- Member of the highly-selective Women Presidents’ Organization
- Featured as a success for Women-Owned Businesses in Forbes Magazine
- Member of the Management Council Board of Defense Alliance of North Carolina



### SOURCE

- Review job description
- Develop Sourcing Strategy
- Implement Action Plans
- Post/Advertise Position
- Attract Talent Pools
- Identify Top Candidates



### SCREEN

- Develop Candidate Screening Approach
- Pre-Qualify Candidates
- Document Responses
- Ensure Legal Compliance
- Report on Progress



### PRESENT

- Deliver Candidate Slate
- Calibrate Candidates/Resumes
- Schedule Interviews for Clients
- Obtain Hiring Executive's Feedback
- Apply for Continuous Improvement



### ON-BOARD

- Identify finalist(s)
- Administer background checks
- Negotiate salary, if requested
- Generate Offer Letter, if requested
- Define Start Date
- On-Board New-Hire

