

Steps in Our Recruiting Process

This is how we professionally and consistently provide successful talent placement:

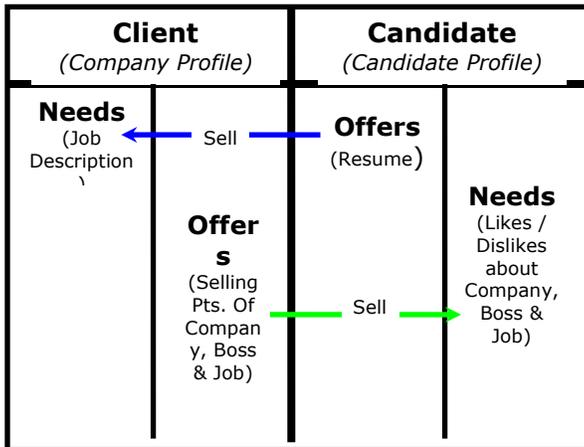
✓ Discovery Phase

- Gather Information and Qualify Assignment:
 - Define a client's wants and needs to use in identifying qualified candidates
 - Gather selling points used to motivate qualified candidates to change jobs
- Create a "target list" of people, companies, and industries to recruit or recruit from.
- Create a Sales Presentation on the opportunity (one that "sells" not "tells.")
- Exchange commitments and set expectations (Cover this in detail as far as when you need to hear back from both the client and candidate.)

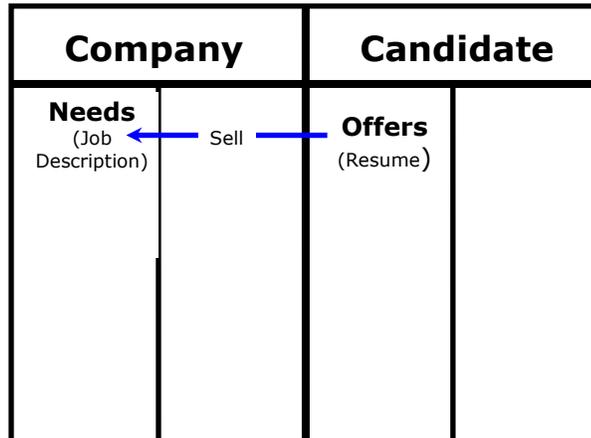
✓ Search Phase

- The profile of the individuals that we recruit:
 - Working with one of your direct or indirect competitors
 - Degreed (if necessary)
 - Successfully doing the job that you want to have done in your company
 - Generally happy
 - Liked by their boss and peers because of their work ethic and success
 - Not looking for a job therefore if they are not contacted directly about your opportunity they won't know it even exists (passive market)
- Call target list. (200 – 300 contacts)
- The average campaign is 120 calls with 60 being cold calls.
- Initial qualifying to narrow a number of candidates to about 10.
- Behavioral Interviewing and In-depth Qualifying narrow the field to 10 candidates that are a perfect fit for the job and the job is a perfect fit for them. (We make a true match!)
- Present the top 1 – 3 fully qualified, motivated & referenced candidates to the Hiring Authority, where the only decision to be made is not can they do the job but which candidate fits best culturally. Weekly report to hiring authority on all recruiting activity.
- Cover interview availability, counteroffer and start date with the candidate.

What We Do (True Matching)



What We Don't Do (Slinging Mud/Pushing Paper)



✓ Hiring Phase

- Confirm a hiring process that will allow us to attract the best candidates for our clients.
- Set interviews (act as the liaison between Hiring Authority and Candidates.)
- Coach (Hiring Authority and Candidates) prior to the interviews so that we can help ensure efficient and poignant interviews.
- Debrief (Hiring Authority and Candidates) after interviews to ensure that we get feedback and capture the true emotion and enthusiasm (or lack thereof) that is there right after an interview takes place.
- Assist in offer negotiation and presentation to assure candidate acceptance.

✓ Transition Phase

- Re-cover counteroffer with the candidate.
- Help Candidate to create (draft) a resignation letter.
- Coordinate start date.

✓ Follow-up Phase

- Follow up with Hiring Authority and Candidate before start date.
- Follow up with Hiring Authority and Candidate on the start date.
- Follow up with Hiring Authority and Candidate post start date.



Recruitment Process