



The Process

Planning/Research

Once the assignment, including job and person specification, company information and Manager's overview has been discussed in detail, timescales are agreed and diarised. Company/market target list agreed.

Research begins including client competitors, confidential referrals, industry resources and existing network of contacts. Identification of prospective candidates is finalised.

Candidate Contact

Candidates are contacted directly, confidentially and professionally asked core questions to ensure that both parties have mutual respect and wish to proceed.

The opportunity is outlined but the Company information remains confidential. Due to the in-depth conversations held before the assignment commenced, we are efficiently and effectively able to represent your Company.

Even at this very early stage in the recruitment process the candidate's reasons for wanting to make a move are challenged and the counter offer discussed in detail

Once a CV is received the candidate's will be interviewed at a convenient time. If the candidate's personality, skills and experience are relevant they will be interviewed again and taken through criteria based interviewing questions to further challenge their experiences. Once again the counter offer is covered. At least two references are taken (ideally contact is made with their previous Manager)

Presentation of Candidates

Progress on the assignment is reviewed as necessary and a shortlist of (typically) three candidates are presented for consideration and discussed in detail over the telephone or in person. This includes the candidate's reasons for moving and their expectations. At this stage you can reject the shortlist. Any changes within the Company or the opportunity will be discussed and if applicable, interviews are confirmed.

The Interviews

We manage the scheduling of all interviews and speak directly with both the candidate and the client both before and after each interview. This ensures that all parties are kept up to date and the process runs smoothly. Once again, second and third interviews are arranged and contact made both before and after each meeting.

Offer

Our experiences in managing resignations and counter offers at this stage means we are able to advise and facilitate the offer to ensure acceptance. The offer is verbally extended by us and once accepted by the candidate, the client then prepares the offer in writing. After acceptance we assist in the candidate's resignation and potential counter offer and keep in contact until the candidate joins your Organisation.

We maintain open communication throughout the search assignment and offer a consultative approach to ensure the best candidate is secured in your opportunity.