



## Introduction

Each Assignment begins with an initial brief with the prospective client on the positions they wished to fill. **Key requirements** are noted and documented for reference.



## 1<sup>st</sup> Stage

Then, the Consultant will schedule a date to visit the clients' office where possible to further gather information with regards to the roles. In this meeting, **we request to meet the Hiring Manager or Key Executives of the Company** who is able to share with us information not available in a Job Description, i.e. soft skills



## Research

We conduct **competency based interviews** face to face with candidates. Upon completion, reports on suitability and recommendation sent to client. Our reports contain information on Professional background and history, highest Education level, years of experience, key achievements in previous role, current and expected Remuneration package.




## Interview Stage

Our **research** process takes approximately one week and we will immediately shortlist the possible candidates based on our Clients requirements. Once we have established relevance and interest, the Consultant will schedule an interview.



## Search stage

We will identify **key Competencies requirements** agreeable by the client which will be our main assessment tool in identifying the most suitable candidate. Using the above information, we will then initiate our Research stage and using the above agreed competencies requirements as a key guide. We will then target specific industries and sectors besides speaking to a whole range of contacts to find the best qualified for the role



## Shortlist & Client Interview

After the client have decided and shows interest in any candidate, we will then schedule an interview with the candidate at a time convenient to both parties. Our Consultant will continue the process with **external reference checking** to verify candidate's strengths and weaknesses, achievements and credibility during this period.



## Offer Letter Stage

When an **offer** is made to a prospective candidate, our Consultant will help manage the expectations and to be part of the negotiation process. Non successful candidates will be informed once the Letter of Offer is signed.



## Resignation Stage

**Our process does not stop there!** We help monitor the Resignation process of the candidate till the joining date. Upon joining, our Consultants are available to further assist the candidate and the client in the integration process.

**Finally, we discuss the assignment with the Client and to evaluate satisfaction levels**

