

The steps to building a recruitment process are designed to provide a consistent, effective process. The goals are to attract top talent to achieve your business objectives, reduce recruitment expenses, avoid risk of breaching legal concerns, save time, project a more professional image, and contribute to improved business productivity and profit.

	Retained Search (20% of first year's comp.)	Hourly Search (\$125/hr.)
Develop the Success ProfileSM. Shift your recruiting conversation from "job duties," to specific, measurable goals that tie back to your business needs and objectives.	✓	\$1500
Create Employee Value Proposition. Identify key company information to attract top talent, including the organizational structure, future projects, unique cultural descriptors, and employee benefits.	✓	✓
Identify Interview Process. Recommend an interview and selection plan. Ensure those involved know legal interviewing and questioning techniques.	✓	✓
Write Recruitment Ad. Use for posting to websites, networking and social media.	✓	✓
Ad Placement. Use identified sources within recruitment budget, and place the ads accordingly.	✓	✓
Review Resumes. Review resumes carefully and effectively to narrow down the potential candidates to those who are a good match on paper.	✓	✓
Conduct Initial Phone Screen. Further narrow down the talent pool by conducting an initial evaluation by phone using carefully constructed questions.	✓	✓
Sourcing Candidates. Use direct sourcing, networking, Social Media (LinkedIn, Facebook, Twitter, etc.), cold calling, trade shows, and industry specific events to source passive candidates.	✓	
Talent Screening Form. Build a talent screening form designed to assess each candidate's understanding of the position, motivation and interest, and request additional screening information.	✓	
In-Depth Phone Interview. Review candidate work history, job skills, responsibilities, experience, education, salary level, career interests and other background information using carefully designed behavioral interview questions.	✓	

In-Person Interview. Conducted offsite by recruiting team to further decipher fit for the position, evaluate candidate's impact presence and body language, and decide whom to move forward to client interviews.	✓	
Candidate Testing. Offer over 1800 skills tests to ensure relevant competencies are met.	included	\$50 per test
PXT Select Profile. A performance model based candidate assessment that takes the guess work out of hiring by providing data on how well the candidate aligns with the model.	✓	\$300 each
Interview Guide/Questions. Build effective interview questions for client to use based on the Success Profile, cultural fit, the position requirements, and behaviors/competencies relative to the position.	✓	
Interview Training. Conduct interview training for client team if requested.	✓	
Candidate Feedback. Provide client with specific feedback on each candidate presented, including a written summary and 10-Factor Candidate Assessment.	✓	
Client interviews. Facilitate the scheduling of interviews. Provide necessary details and confirmation. Participate in panel interviews if requested.	✓	
Manage Decision Process. Collaborate with the hiring team to facilitate decision making and select the best candidate.	✓	
Pre-negotiate Offer. "Test close" the offer with the candidate before offer is officially extended to increase likelihood of acceptance.	✓	
Background Check Candidate. Conduct reference checks, background check, and drug test (additional fee), as required.	✓	
Prepare Offer Letter. Assist client with the written offer letter, ensuring client's interests are protected.	✓	
Decline Candidates Not Hired. Communicate with all candidates to provide decision feedback and maintain positive relationship with client and recruiters.	✓	
Periodic Follow Up. Communicate with the new employee and hiring manager to ensure success.	✓	
Guarantee. Provide a 6-month replacement guarantee on all placements.	✓	