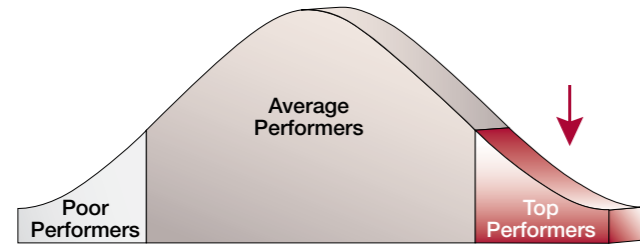


**TOTAL QUALITY RECRUITMENT  
3-DIMENSIONAL 9 STAGE RECRUITMENT SOLUTION**

**PROVIDING TOP PERFORMERS**



Each element of the A.R.S. 9 Stage Recruitment Process is designed to reach beyond the average candidates into the pool of Top Performers and is carried out by highly experienced recruitment professionals.

**ASSIGNMENT SPECIFICATION**

**1. CRITERIA DEVELOPED FOR TOP PERFORMERS.**



A comprehensive specification is the foundation to your success in recruiting a Top Performer. Together we will develop a detailed analysis of the position and person requirements, including

Essential Needs, providing a template against which you can objectively and promptly consider the shortlisted candidates.

*Any omissions will undermine the process and provide candidates unable to deliver the performance you seek, leading to a second cycle of recruitment with a refined specification and delayed result.*

**ADVERTISING AND SEARCH**

**2. REACHING AND ATTRACTING TOP PERFORMERS.**



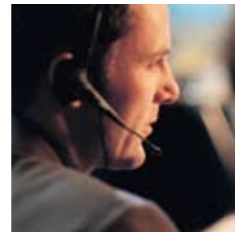
A strategy to maximise the quality and depth of the candidate pool is essential. We are experts in reaching and attracting these applicants using targeted, high impact press advertising, widely placed internet

advertising and/or the use of sophisticated search techniques.

*Without advertising your opportunity you will totally compromise the quality of the candidate pool and the shortlist before you begin.*

**TELEPHONE INTERVIEW**

**3. IDENTIFYING YOUR POTENTIAL TOP PERFORMERS.**



All qualified applicants are telephone interviewed to establish that they do have all the key competencies needed, to identify any exceptional candidates and to ensure that they follow through with an application

which will be fast tracked. Skilled interview techniques and resume reviews ensure that good applicants are not passed over and poor applicants are not progressed.

*We do not rely on resumes for identifying longlist candidates as they have proved to be a very unreliable tool for differentiating applicants, leading to the exclusion of potential Top Performers.*

**STRUCTURED BEHAVIOURAL INTERVIEW**

**4. ISOLATING THE TOP PERFORMERS.**



Qualified candidates will be interviewed using structured behavioural interview techniques to;

- Identify their achievements in their career to date.
- Confirm they do have the skills and experiences required.

▫ Compare each against the position and each other.

*The shortlist of candidates who meet the skills and experience requirements will not be progressed to you until we are satisfied that they also have the behavioural workstyle to deliver results for you.*

**BEHAVIOURAL & REASONING ASSESSMENTS**

**5. UNDERSTANDING THE TOP PERFORMERS.**



Behavioural Analysis and Cognitive Ability Testing will determine whether those candidates who have the technical skills and experience are likely to deliver results in your business.

This removes your risk that someone hired for their evident skills and experience, fails to perform due to an incompatible behavioural workstyle or poor reasoning skills.

*Failure to incorporate the behavioural dimension and reasoning skills in the process will significantly increase the risk of appointee non-performance.*

**COMPREHENSIVE SHORTLIST REPORT**

**6. SELECTING FROM THE TOP PERFORMERS.**



You will be personally briefed on each candidate with a comprehensive shortlist report which draws together all the relevant information necessary to ensure your first interview can be used to the greatest effect.

This will include complete details on candidate skills, experience, behavioural traits, achievements and the match with the needs of the position.

*You will be provided with qualified candidates and objective information on which a quality recruitment decision can be based with maximum confidence and without 'gut-feel'.*

**STRUCTURED REFERENCE CHECKING**

**7. VALIDATING YOUR TOP PERFORMERS.**



You will have further validation of the selected candidate's credentials, their potential, and past achievements in order to reconfirm the factors critical to the selection decision. As an independent party we are more able to obtain willing and

frank participation by past employers, competitors, colleagues and clients, as well as qualifications etc.

*You will have the benefit of a structured reference check to minimise the risks remaining in the process.*

**MANAGING THE OFFER**

**8. SECURING YOUR TOP PERFORMER.**



To ensure that your preferred candidate actually joins you we will act as the facilitator, using our independent position to avoid the remaining risks from; counter offers from existing or competing employers, uncertainties in the mind of the

candidate or delays in communication which may otherwise be interpreted as a lack of interest.

*It is critically important that this stage of the recruitment is project managed to ensure that the preferred candidate accepts your offer. Failure to do so effectively may mean starting again.*

**INDUCTION ADVICE**

**9. MOTIVATION OF YOUR TOP PERFORMER.**



You will receive behaviourally based advice on how to get the best productivity out of the individual in terms of motivation, communication, delegation, support, development and control.

We will also stay in touch with you and the appointee to provide an early warning of any issues which may develop and in turn reduce productivity of the appointee.

*You will have comprehensive information from the recruitment process and support from A.R.S. to optimise the induction of your new employee.*

**YOUR BENEFITS STATEMENT**

- ▾ You gain a Top Performer who can deliver the performance you seek in your business.
- ▾ You will have minimised the risks of under-performance by maximising the objectivity at every stage of the recruitment.
- ▾ Your investment in time and resources will have been well spent and guaranteed.