The Personnel Ambassadors

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PROCEDURE AND TERMS 1-12

RECRUITMENT CONSULTING AND MANAGEMENT

1. Requirement analysis, job description, company profile, organizational structure

Together with our client, we look into the most suitable procedure to fill a vacancy. Based on the outcome, we identify the professional and personal qualifications that will be required of the future employee, and which skills are demanded. We then draw up a binding job description and determine the company positioning (company profile).

2. Target group surveys and analysis of motives

We research the key requirements, attitudes and motives of each target audience that are crucial for a career change and relevant to triggering a potential job change, and also determine the optimum job title and most effective advertising media.

3. Message and wording of advert

Building on this research, we design the messages for the advert, which appeal to the target audience's motives and incorporate the requirements of the job description - the components of effective recruitment.

4. Advertisement design and placement

The draft text forms the foundation for the professional design and typographic editing of the job advertisement with the respective company logo, performed by our advertising agency, which has the relevant experience and is well acquainted with our methods. We submit the completed advertisement to the client for inspection and approval. Finally, we place the job advertisement in your name and on your account through Delta Webung GmbH, taking into account applicable media advertising rates. Our fee does not include the costs for ad placement.

5. Telephone service providing applicants with a discreet contact - confidentiality assured

Our independent applicant service is available to applicants throughout the week, in the evenings and also on weekends. We provide the neutral ground that makes it easy for prospects who are interested but cautious to get in touch.

6. Assessment of applications

We assess all applications for qualification against the job description, and summarize those that qualify in concise reports to facilitate your decision-making.

7. Prospect interviews

We shortlist candidates according to professional criteria, characteristics, talents, experience, training, and so forth, in line with the job description.

8. Appraisal of applicants' personal qualifications

Using specific methods of evaluation, we inspect candidates' personal suitability for the position, and determine behavior patterns, emotional levels and other vital criteria.

9. Explanation of the selection, presentation of first-choice candidates, direct applicants

We will invite shortlisted candidates to a job interview on your premises. It can occur that applicants contact a client directly during a recruitment project. In this case, the client agrees to forward any speculative application to the contractor, to enable us to include the person in the selection procedure.

10. Consulting in the final decision-making process

We will go over the pros and cons of each candidate with you, and assist you to make the right choice. Should you terminate the project before it is finished, we will issue a final invoice for the amount incurred in the project up until cancellation by the client.

11. Consulting fee

Our consulting fee is project-specific and based on the salary of the respective vacancy. One third of our fee is payable on award of contract, one third when the ad is placed, and one third after the applicant have been presented and the contract signed. We charge 50% of the fee for each additional person employed as part of a project.

12. Our maxim

We do not consider our work done until the outcome of our consulting meets our client's requirements in full. If the client is not satisfied with our consulting, we will continue the project without charging any further fees until we achieve the desired result.

The right personnel for specific tasks