Should you choose to use us our process is pretty much as follows:

1. Take a brief – we get a full lowdown on what kind of person you require, the skillset you want them to have and get as much information on your business as possible so we can pass this on to candidates. They should then be fully briefed before they talk to you.
2. Liaise internally with my team to outline the opportunity and get people looking at their contacts and referral network. This tends to be the most prolific source of quality candidates and always throws up a few people.
3. We have an internal database that we will then trawl through and identify relevant candidates.
4. We have access to online CV databases that we can identify candidates actively looking for work.
5. We will advertise the role under our own name and source alternate candidates actively on the search.
6. We will search through social media sites such as Linkedin and in some cases Twitter and Facebook for candidates who aren’t actively looking and introduce the opportunity to them
7. From all of this we will invite people into the office and do a face to face screen using the cover sheet form attached. This gives us an idea of how they have sold, what they have sold, to whom and how successfully.
8. We then send a shortlist of candidates we think fit the role with our notes from the meetings. After that we work with them if they are selected for interview to make sure they prepare properly.
9. Once the individual is identified and starts then an invoice would be issued.