



SYNTONY (SEARCH & SELECTION) LTD

SERVICES PROVIDED

- **Search Assignments**
- **Advertised Assignments**
- **Contingency Search**
- **Managed Recruitment Services**
- **Ad Hoc Recruitment Consultancy**
- **Personnel Consultancy**



EXECUTIVE SEARCH

SERVICE OBJECTIVE

A complete recruitment exercise based on the preparation of a recruitment specification, identification and contact with potential candidates through research in target companies, detailed assessment / short listing and securing chosen candidates.

THE PROCESS

1. Understanding our client's requirements by:
 - Developing a thorough knowledge of the client: history, products, and work environment, operating style, culture, values and future plans.
 - Obtaining a clear understanding of the position to be filled: overall responsibility, key tasks, performance measurement, short and medium term goals, most challenging aspects and career prospects.
 - Producing a clear profile of the individual required to fill the post: essential knowledge and experience, desirable skills, personal qualities, remuneration and benefits package.
2. Generation of candidates by
 - Identifying target organisations to source candidates.
 - Approaching candidates and creating interest in the company and job.
3. Assessment, Selection and Short listing by:
 - Carrying out in depth interviews to assess suitability and validate previous experience and achievements. Profiling and probing to identify likely strengths, weaknesses and personal characteristics.
 - Presenting the opportunity in the most positive way possible and providing the client with detailed candidate assessments.
4. Securing chosen candidates by:
 - Assisting the candidate and client to agree terms.

THE BENEFITS TO OUR CLIENT

1. A comprehensive and professional approach with minimum intrusion on client management time.
2. A choice of well-qualified and committed candidates in a short time-scale.
3. Proactive generation of candidates when only limited sources exist.
4. A cost effective recruitment process, with confidentiality maintained.



ADVERTISED SELECTION

SERVICE OBJECTIVE

To deliver a recruitment exercise based on the preparation of a recruitment specification, generation of applicants through focused advertising, detailed assessment / short listing and securing chosen candidates.

THE PROCESS

1. Understanding our client's requirements by:
 - Developing a thorough knowledge of the client: history, products, and work environment, operating style, culture, values and future plans.
 - Obtaining a clear understanding of the position to be filled: the overall responsibility, key tasks, performance measurement, short and medium term goals, most challenging aspects and career prospects.
 - Producing a clear profile of the individual required to fill the post including the essential knowledge and experience, desirable skills, personal qualities, remuneration and benefits package.

2. Generation of candidates by:
 - Producing creative and considered advertising copy for appropriate media.
 - Selecting candidates for initial interview.

2. Assessment, Selection and Short listing by:
 - Carrying out in depth interviews to assess suitability and validate previous experience and achievements. Profiling and probing to identify likely strengths, weaknesses and personal characteristics.
 - Presenting the opportunity in the most positive way possible and providing the client with detailed candidate assessments.

4. Securing chosen candidates by:
 - Assisting the candidate and client to agree terms.

THE BENEFITS TO OUR CLIENT

1. A comprehensive and professional approach with minimum commitment on client management time.
3. A choice from a broad spectrum of well qualified candidates in a predetermined time-scale.
4. Establishment of commitment from candidate, client and consultant.
5. A cost-effective recruitment process, with choice of confidentiality or PR opportunity.



CONTINGENCY SEARCH

SERVICE OBJECTIVE

Focused searches of a powerful and comprehensive database in order to match client requirements with specific candidate attributes and produce a number of appropriate candidates.

THE PROCESS

1. Understanding our client's requirements by:
 - Taking comprehensive telephone briefings on job and person profiles and gaining a sound awareness of the major benefits of the client organisation.
 - Obtaining written job or recruitment profiles where they exist.
2. Generation of candidates by
 - Conducting database searches against appropriate selection criteria.
 - Advertising the role on up to 10 job websites.
 - Contacting potential candidates and presenting the opportunity in the best possible light.
3. Short listing of potential candidates by
 - Conducting screening interviews and identifying appropriate experience and skill levels which match stated requirements.
 - Producing candidate assessments with career histories and consultants comments.
 - Obtaining candidate commitment to the opportunities available.

THE BENEFITS TO OUR CLIENT

1. A cost structure based on "no placement, no fee".
2. A rapid response service.
3. An effective back up for more focused recruitment methods.
5. Capacity for clients to make speculative approaches to the market with limited commitment.



MANAGED RECRUITMENT SERVICES

SERVICE OBJECTIVE

A comprehensive service based on planning and co-ordinating specific recruitment programmes by becoming part of the client organisation and acting as the prime internal and external contact point for all elements of the recruitment process.

THE PROCESS

1. Understanding our clients requirements by:
 - Integrating into the client organisation and gaining acceptance by line and personnel managers. Building a comprehensive understanding of work environment, operating style, culture, values and future plans.
 - Obtaining a clear understanding of the positions to be filled and producing detailed recruitment profiles.
2. Generation of candidates by
 - Briefing selected recruitment agencies.
 - Co-ordinating a selective advertising campaign.
 - Identifying potential companies for direct approach through search.
3. Screening and Short listing by
 - Designing and co-ordinating appropriate interview programmes, streamlining the selection process and optimising the involvement of line managers.
 - Presenting the company and the opportunities in the most positive way and assisting in ensuring acceptance by chosen candidates.

THE BENEFIT TO OUR CLIENT

1. A comprehensive and professional approach with minimum intrusion on client management time.
2. A choice of well-qualified candidates in a predetermined timescale through being able to implement different recruitment methodologies in parallel not in series.
3. Establishment of common recruitment standards in client organisations
4. Greater choice generating candidates from an extended 'pool'.
5. A cost effective recruitment process, with the flexibility to respond to temporary workload peaks.



AD HOC RECRUITMENT CONSULTANCY

SERVICE OBJECTIVE

Individual elements of the recruitment process utilised as part of an overall recruitment programme or campaign.

THE PROCESS

The provision of specific services including:

- Preparation of detailed job profiles and recruitment specifications.
- Writing advertising copy, recommending media, producing layout and final artwork and arranging placement of finished advertisement.
- Provision of a mailbox and response centre for handling advertising response.
- Design, co-ordination and participation in interview programmes to assess individual suitability. Methods include in depth face-to-face meetings, telephone interviews, panel sessions, group meetings and short focused question and answer interviews.
- Computer based personal profiling.
- Preparation and delivery of case study exercises to test specific skills experience and attitudes.
- Detailed reference checking through planned questioning of previous employers.

THE BENEFITS TO OUR CLIENT

1. Cost effective recruitment.
2. A flexible approach to recruitment under the control of the client.
3. Provision of skilled resources to fulfil critical roles as part of the overall recruitment process.
4. Generation of a professional image to candidates.
5. The capacity to telescope recruitment activity into a short elapsed time span without compromising quality.



PERSONNEL CONSULTANCY

SERVICE OBJECTIVE

The complete services of an in-house Human Resource function available on a part time or ad hoc consultancy basis. The provision of specific services including:

- Personnel Audits and Skills Reviews - designed to analyse and quantify specific experience, aptitudes and attitudes within client organisations. This is used as a basis for recommending future activity in terms of recruitment, training and organisational development.
- Employment Practices and Procedures - designed to provide guidance on a wide range of employment issues to meet legal and good employer requirements. Development of employee handbooks and manuals is a natural extension of this service.
- Job Analysis and Performance Standards - designed to set out clearly key tasks and responsibilities of individual jobs; the standards against which performance will be judged and the skills; experience and personal qualities required to undertake the roles.
- Remuneration, Benefits and Incentives planning - designed to review evaluation/grading requirements; rationalise pay review procedures; introduce / refine performance related pay practices; and advice on fringe benefit practice and procedure.
- Appraisal and Performance Measurement - designed to provide an effective framework for evaluating past performance objectively; agreeing training/development needs and discussing performance improvement plans.
- Management and Organisational Development - designed to provide independent and objective advice to aid company reorganisations, restructures and planned development programs.
- Employee Communications - designed to develop two way communications within organisations by establishing formal/informal communication lines and ensuring that the 'lines remain open'.
- Redundancy/Outplacement Programmes - designed to provide practical assistance to both the company and the individuals affected with a view to maintaining a responsible and professional image.
- Training and Development Programmes - designed to assist in team building; personal; and management development.

THE BENEFITS TO OUR CLIENTS

1. More effective utilisation of the human resources of the organisation.
2. A planned approach to human resource issues within a growing/changing organisation.
3. A cost-effective service where the recruitment of a full time professional personnel resource is not justifiable.
4. Provision of both strategic and tactical advice.
5. Frank and independent input on critical issues, unfettered by constraints of employment.