



PROFILPARTNERS
Search & Selection

WWW.PROFILPARTNERS.DK

# An overview of how we work at **Profilpartners**



# Nature and extent of Profilpartners' standard services

Whenever Profilpartners take it upon ourselves to recruit or search after a new employee for a client we perform a number of activities which are always included in the process:

# The position

We conduct initial meetings with the client in order to ascertain what will be needed of the future employee and we make sure to identify and describe the requirements for skills and personality upfront to make sure that we are able to refine our search within the right segment of possible candidates.

#### **Advertising**

Based upon the detailed information we obtain about the requirements for the job, we will elaborate job advertisements which we – upon the client's approval – will post at relevant job sites, magazines and papers according to previous agreement with the client.

# **Processing and matching**

An experienced HR consultant from Profilpartners will process the incoming applications on a daily basis and make an assessment of the candidatures. At the same time the head-hunter in charge will engage in a continuous process of matching a first selection of suitable candidates in relevant databases and through Profilpartners' own network.

The head-hunter in charge will keep the client informed of any development in the matter and will provide the client with regular updates.

#### Test and initial interview

Whenever a suitable candidate emerges, the head-hunter will invite him or her in for an initial interview. Prior to the interview the candidate will complete a basic personality test (Gordon Profile) which identifies eight basic character traits. During the interview the head-hunter will discuss the outcome of the test with the candidate and establish whether the candidate has the requisite skills to handle the job

#### Reference checks

Profilpartners always do one to three reference checks on each relevant candidate, depending on the size of the business area. However, we are always very careful not to wear out a candidate's references. Therefore, contacting references is one of the last things we do before the client selects which candidates should be invited in for a final interview round.

#### Presentation of candidates to the client

The head-hunter will present a number of suitable candidates to the client. The presentation material comprises a report containing the results of the personality test, profile explanation, excerpts from the interview, CV, the candidate's presentation of him or herself, criminal record, testimony from reference persons and copies of relevant examination certificates.

#### **Competent sparring**

Profilpartners will provide the client with unambiguous and honest feedback as to which candidates we think would be the better choice for the vacancy. Competent and professional discussions based on over 20 years of experience in the market for Search & Selection will be provided on an ongoing basis.



Fax 43 43 40 65

DK-8000 Aarhus

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#### Client interviews - second interview round

Profilpartners will set up interviews between the candidates and the client either at the client site or at Profilpartners' premises in Birkerød, north of Copenhagen. If the client so chooses, the head-hunter in charge will be present at the interviews and will provide guidance and advice to the client.

#### Feedback to candidates

Profilpartners have very high standards when it comes to service and information. We want to make sure that all parties feel that they have been taken well care of during the hiring process. As a consequence, we always provide thorough oral feedback to the deselected candidates who formed part of the first interview round to make sure that they understand why we chose not to move forward with them for the position in question.

All other applicants will receive a turn-down email as soon as the position has been filled.

# Follow ups

The head-hunter in charge of the hiring process will follow up with the new employee and the client after 1½, 3 and 8 months to make sure that both parties are happy about the arrangements.

#### **No Cure No Pay**

In order to guarantee utmost client satisfaction, Profilpartners operate on the basis of No Cure No Pay. In short that means, if Profilpartners – contrary to all expectations – fail to present a suitable candidate within the time frame stipulated in the agreement, no recruitment fee is to be paid.

Profilpartners ApS

DK-6000 Kolding

# Headhunting in short



# Headhunting (Search) is a very specific process in which the consultant contacts interesting profiles in order to attract them to a particular job.

Profilpartners have been in contact with thousands of candidates over the years and we have accumulated great insight in the business areas which we have recruited people for. During our years of recruitment work we have meticulously registered our dialogues with possible candidates, which has provided us with extensive knowledge as to where to find the candidates at any given time and what would motivate them to change jobs.

### The Search process:

Kick-off

#### Kick-off:

At the kick-off meeting we will clarify where the job is placed in the organization and the responsibilities, tasks and demands that the new employee will be faced with.

When everything is settled we will draft a job ad which you must approve before we initiate the process.

The headhunter in charge will interview the relevant team leaders and/or colleagues. In some cases we will also perform a personality test on the leader and/or the colleagues that the candidate will refer to and work with on a daily basis.

Profile description

#### **Profile description:**

Based on the results from our analyses we will elaborate a profile description to be used internally by the headhunter in charge and the assisting HR consultants, once we move forward.

You will receive our proposal for a job ad. Once your comments have been incorporated we will initiate a targeted ad campaign at relevant job portals and, in some cases, in selected magazines.

Target list/ contact

#### Target list/contact:

Based on our dialogue with you, our business insights and our extensive network we will elaborate a list of companies where we think we might find the relevant candidates.

The consultant and a researcher will start a systematic search for relevant subjects and make contact with them.

We will uncover their current job situation, requirements and demands in connection with a possible new job and workplace.

Meetings/ tests

#### Meetings/tests:

If the interest is mutual we will invite the candidate in for an interview and a personality test. In continuation we will have an in-depth discussion of the candidate's experience and basic personality in relation to the position.

References

#### References:

As a supplement to the overall impression of the candidate we will contact one to three references.

The number of references will depend on how big the business area is and how transparent it is. When we perform a headhunting process (Search) the anonymity of the candidate will always come before the need for references.

That is also the reason why we do not call the candidates' references until after they have been in for an interview at Profilpartners. Presentation and info

# Presentation and information material:

Interviews, tests and references form the foundation for the final assessment of the candidates which we find to be the best match for the position and whose profiles we will present to you.

You will receive elaborate information material on each candidate, incl. CV, test results, test descriptions, excerpts from interviews, etc.

During the entire search process we will act as your sparring partner who will honestly tell you what we think are the pros and cons of each of the candidates we present to you. You will get the best possible foundation to base your final decision on