



EMPLOYER SERVICE

Our Road to Success

F.C.S. strongly believes in the established protocol of our successful recruitment process. In-depth preparation, planning and a thorough understanding of our client's needs has inspired our organization to develop an efficient and effective 10-point recruitment process to take you on the **road to success** in hiring successful team members.

One - Site visit or phone interview to conduct a detailed analysis of the organization's structure, philosophy, management culture, personalities and overall characteristics of the work environment

Two - Prepare comprehensive client and position profile to identify specific candidates who meet established criteria.

Three - Review existing database for logical talent pool. Research referral base for qualified leads. Utilize internal/external resources for identification of potential candidates.

Four - Qualify potential candidates by initial telephone and in-person interviews to insure the required knowledge, skills, experience and traits match the client's profile and necessary job essentials.

Five - Select the top finalists and conduct final interviews and professional reference checks with former supervisors and colleagues. Verify employment history, skill sets and educational credentials.

Six - Present qualified candidates to clients with supporting documentation. Client will select and prioritize candidates that capture company's interest.

Seven - Arrange and coordinate interview schedule with client and candidate.

Eight - Conduct pre-interview briefing with client and candidate to answer questions, provide additional information, final preparation, etc.

Nine - Debrief client and candidate after interview, assessing strengths, weaknesses, compatibility and interest level.

Ten - Discuss with client and candidate potential offer and participate in negotiating acceptance. Assist client with candidate integration and assist candidate with resignation and orientation to new position.