



PROFILPARTNERS
Search & Selection

WWW.PROFILPARTNERS.DK

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

Headquarters:

Profilpartners ApS
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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.



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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.



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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:

