



## THE JOB OFFICE LTD

### Recruitment to Recruitment Nationwide Search Solutions

#### **The TJO approach to Exec Search, Recruitment, and Talent Acquisition...**

The Job Office Ltd will begin any search project by gaining a full understanding of their client and what 'they' need in the successful candidate.

This brief will allow us to understand the job spec itself along with essential criteria and skills required; client and team culture; timeframe for this recruitment project; business strategy; and commercial challenges behind the role.

#### **Talent Search and Resourcing...**

This will entail competitor mapping, long, and short list creation to create a potential and viable talent pool. Also a dedicated advertising campaign across social media and relevant selection of job boards.

#### **Job Specification, Assessment and Shortlisting...**

Long and short list assessment of all potential candidates identified, and advert and media approaches assessed within same process. Weekly client updates on progress, final shortlist prepared and delivered to client.

#### **Offer and Onboarding...**

Shortlist assessed and interviewed by client with support of The Job Office Ltd. Any further assessments and interviews arranged and managed by The Job Office Ltd. Selection and offer process managed and delivered by The Job Office Ltd. Resignation, notice period engagement and counter offers also managed by The Job Office Ltd