



HR SERVICES MADE-TO-MEASURE RECRUITMENT

measure. That is why a tailor-made search is the ideal

SEARCH CRITERIA

What sort of person are you looking for? For what job? In what type of company? This last question is particularly important because a company's culture **often has more of an influence on the employee selection process** than people realise. We help you **find methods that will work for you. It is often thought that there are not many possibilities for recruitment beyond the internet and advertising. We see it differently and can show you that there are. This is precisely where your chance is.**

SUCCESSFUL RECRUITMENT BASED ON INNOVATIVE METHODS

Once we have precisely analysed your needs, we work with you to develop the right way for you to reach the people you are looking for. Do you "just" need support with internet advertisement placement in order to maximise market penetration? Are time constraints preventing you from contacting potential candidates directly? Looking for an accountant **requires a different approach than searching for a creative director.** Let us show you a few ideas. You will be surprised what possibilities are available. Here are a few of the solutions we base our services on:

"Compact" job ad

We place your job advertisement on 25 online **portals for a fixed, one-off price, including publication** on a wide range of related secondary sites. Spreading the word is a good way to go because high distribution means increased penetration. This means that your ad reaches even more potential candidates. **Depending on the agreed specifics, discount rates are possible for clients who place several advertisements or sign a general agreement.** On request, we would also be happy to check that your advertisement meets marketing requirements and complies with labour law. Please contact us to discuss options and methods.

"Compact" direct search service

Candidates with specialist expertise are becoming **difficult to find and it has become a job-seekers' market.** Every HR manager, recruiter or managing director will have asked themselves at some point why they should not simply approach candidates themselves in social networks such as XING or LinkedIn. **The answer is often a lack of time, uncertainty about the legal issues surrounding direct contact or a desire not to headhunt in public.**

Our experienced recruitment team contacts suitable candidates for you via business networks. We do the searching and approach potential matches to present your employment opportunity to them. **This service is very transparent and is offered for a fixed price per candidate with no commission or subsequent costs.**

"Compact" recruitment service

Unlike other companies, we do this type of work on a time and materials basis. We guarantee maximum clarity about the work we have done. We can also take a performance-related approach based on a fee of 20 to 25 % (depending on the mandate) of the annual salary of the person we find for you. This approach uses a staggered fee structure, combined with the costs of placing advertisements and any other expenditure.

APPLICANT ADMINISTRATION

Instead of having applications sent to your HR department, you can ask for them to be sent directly to us. We will be happy to collect them and process them as specified in our agreement with you. We can:

- produce confirmation of receipt letters,
- check and/or sort the applications,
- check references and certificates,
- coordinate interviews,
- prepare and attend job interviews with you or conduct them on your behalf,
- create applicant reports, and
- write and send letters of rejection.

From a set-up where we do all of this completely behind the scenes to arrangements where you outsource all your application processes to us, numerous scenarios are possible depending on what you require.

BENEFITS:

- Complete or partial outsourcing to Auren saves you time
- Legally compliant job advertisements
- No need for a big team to deal with large application processes

APPLICANT MANAGEMENT SYSTEM – ONLINE PORTAL

If needed, we can support your process using a system called **"Electronic applicant management"**, backed up by an online portal for applicants on request. Once your system access rights have been agreed and initiated, you are allowed to track each step of the job application process or to coordinate and perform the process steps yourself using our HR tool.

From job ads in an online job portal to automatic transfer of applications to the database, a whole range of possibilities are open to you. You decide whether you want us to run the system or whether you want to use it yourself. There is no hosting or server support effort involved for you. We will explain exactly all the data protection rules and what security measures are necessary and adhere to them. All of the processes can be customised for and controlled by you. From the system rollout and any consultation required with the works council, to legal reviews of the content of letters sent to applicants – we are there to help and advise.

INTERIM MANAGEMENT

If time is tight, we can also offer you for your finance and accounting, IT or HR departments an **interim management** service based on your requirements. We can supply you with suitable employees from our own company. This provides you with a quick and solid temporary solution and these key areas are not left unstaffed due to pending changes when somebody is ill, when there are not enough hands to do the work, or if there are changes in staff.

TAILORED TRAINING

When you're looking for trainees, it is important to choose the right ones but that process can be extremely time-consuming. We can help by "pre-sorting" the candidates, using tests and group or individual interviews, cutting the amount of time that you need to invest and ensuring the best talent for your company.

For more information, please contact one of our consultants. They will be pleased to answer any questions you might have.