

 Our overall aim is to deliver good quality candidates quickly.

Here's an overview of our process:

- 1 HPG'S STANDARD OPERATING PROCEDURE IS A SAME-DAY TURNAROUND TO RESPOND TO ANY RECRUITMENT REQUEST**

This means that we will respond to your initial enquiry, take a job brief and start the recruitment process the same day that we receive your request. We are large enough to provide a range of services and to re-align resources to meet your changing needs, yet small enough to offer a specialized and personal service.

We understand the importance of speed and flexibility in the recruitment process and assign resources so that our service delivery is optimized.
- 2 AFTER TAKING THE INITIAL JOB ORDER BRIEF WE ENTER THE DETAILS INTO OUR RECRUITMENT SYSTEM & DISCUSS THE ROLE REQUIREMENTS WITH TEAM COLLEAGUES**

Previously interviewed top candidates are then immediately contacted and the role is discussed with them.

This level of connectivity and responsiveness within the teams generally identifies candidates within a few hours of taking the job brief.
- 3 FOLLOWING THIS A COMPREHENSIVE DATABASE SEARCH IS COMPLETED USING KEY WORDS & 'INTELLIGENT' FILTERS**

Short lists of candidates are generated and contact is made over several days. An HPG Recruitment Consultant will interview all candidates, either face to face, by telephone or by video, using a range of prepared questions relevant to the position and the client organisation. Suitable candidates are then forwarded to the client.

Through the use of our databases and streamlined internal processes we are generally able to get candidate CVs to you within 1 day to 1 week.
- 4 AT THE SAME TIME THE ROLE IS ADVERTISED ON OUR WEBSITE (www.hpgconnect.com) & SELECTED INTERNET JOB BOARDS**

Depending on the role and the availability of suitably qualified candidates a range of bespoke marketing campaigns are organized.
- 5 WE THEN FULLY PREPARE OUR CANDIDATES PRIOR TO CLIENT INTERVIEWS, SO AS TO SAVE OUR CLIENT'S TIME**

This means that we fully outline the role to the candidate and conduct an in-depth interview to ensure that they have the skills to undertake the role successfully. We probe for motivation, desire to join our client and any competing offers (other agencies, internal possibilities). Our interviewing approach is to use both standardized and role-specific probing questions to uncover the true nature of the candidate's skills and motivations. We do not 'prep' candidates by giving them the 'right' answers to memorize, but focus on ensuring the right fit between candidate and client. Similarly, when candidate materials are distributed via ourselves (eg clinical papers to present) we do not assist with their preparation.
- 6 INTERVIEW PROCESS & REFERENCE CHECKING**

Throughout the interview process we stay close to the candidates, eliciting feedback and uncovering any additional information the client requires.

During reference checking we have standard questions and supplement these with additional questions that relate to issues uncovered either during our interviewing or under the direction of our client.
- 7 TOWARDS THE END OF THE INTERVIEW PROCESS WE FULLY MANAGE THE OFFER STAGE TO SECURE THE CANDIDATE FOR OUR CLIENT**

We then stay close to the candidate, managing any counter-offer scenarios.
- 8 POST-PLACEMENT FOLLOW-UP**

After joining the client we conduct comprehensive post-placement follow-ups on the first day, first week, first month, third month and sixth month.