

METALJOBS NETWORK:

Process Guidelines for a Successful Search

"Recruiting and Placing High Caliber Professionals"



MetalJobs Network specializes exclusively in the search and placement of metals industry personnel. Our goal is always to create a positive partnership with you that will produce the desired results. It is important for all involved to understand and be committed to some of the basic parts of the process we use. With that in mind, our 20+ years of experience has taught us that adhering to the guidelines below means more searches are completed successfully.

SPEED SPECIALIZATION & GUIDELINES

Confidentiality Guaranteed

We always endeavor to protect any confidential company information or key decision points for your interview process. This means that often times we may not reveal to candidates the name of the hiring organization until you ask to interview them. To protect the candidate's confidentiality, we often present blinded resumes. We will share names and contact information if you decide to interview them based on their resume and/or the support information we provide.

Effective Communication

In today's marketplace, exemplary candidates are becoming ever more difficult to locate and attract. Not only must the candidates sell themselves to you, but also it is imperative for both you and us to be very proactive about attracting them to your company, opportunity, and location. Indecision and/or untimely feedback concerning candidates are the two biggest "deal killers" in the staffing business. We ask for your prompt communications, to us and to the candidates. Sending candidates the right signals is an extremely important part of the process. By being decisive, well prepared, on time and enthusiastic concerning all candidate related communications and meetings, you send the message that you are part of a top-flight organization.

Interview Process

Once a candidate has completed a telephone interview or a face-to-face interview with anyone at your organization, input about the interview is expected within one (1) business day. Once a candidate has completed a telephone interview or a face-to-face interview with anyone at your organization, input about the interview is expected within one (1) business day.



Immediate Action

After we present a candidate to you, whether verbally or in writing, it is important to get your feedback within two (2) business days. Once you decide there is a "possible fit" of a candidate to your requirements, the interview process should begin within three (3) business days. It is vital to our mutual success that we keep each other completely and promptly updated on all pertinent information about and from the candidate. This includes the positive, the neutral and the negative. Information from the Manager who will be making the final hiring decision is crucial.

After Interviewing

Once a candidate has completed a telephone interview or a face-to-face interview with anyone at your organization, input about the interview is expected within one (1) business day.

Offer Guidelines

Once a candidate has completed a telephone interview or a face-to-face interview with anyone at your organization, input about the interview is expected within one (1) business day. If you so desire, when you are ready to make an offer, we can make reference checks for you. However, it is your responsibility to double check or re-check all references before making a decision based on them. Always remember the closer your offer follows the last interview the greater the odds it will be accepted. Since a large part of what we do is to serve as the third party who brings the deal together, we ask you to prepare your offer quickly and allow us to present it to the candidates. Should the position be filled internally, through another source, or should the urgency in filling said position change in any way, you agree to notify metal jobs network immediately.