

“Headhunting”

Executive Search (or “Headhunting”) has become an accepted and *effective* route to identifying and recruiting Middle and Senior Management and other Key Personnel.

When you choose **Thompson Butler Associates** as your Partner in Recruitment you are choosing a successful and established consultancy with more than two decades of combined experience in Executive Search & Selection in the UK and throughout Europe.

TBA will:

- Agree and influence the brief
- Identify companies within which key personnel are contained
- Identify and target known performers within this sector
- Highlight the position within your company
- Promote the benefits of your company and opportunities within it
- Ensure strict control of the recruiting process *and cost* is maintained throughout the project
- **Give you a Guarantee of performance and outcome!**

Executive Search Recruitment ensures: -

- **The highest standards of confidentiality are maintained, both internally and within the market place**

Executive Search Recruitment attracts: -

- **Candidates who may not necessarily be seeking a career change, but may be willing to consider an opportunity if it is presented to them in the right way!**

TBA means:

Attracting the highest calibre people to your organisation

Looking for the Best in People

Executive Search



Advertising your vacancy and carrying out the selection process.

But:

- Which media should you use?
- Should you advertise nationally, locally or use a specialised trade journal?
- Should you use the Internet to ensure maximum coverage and bring an *international* element to the project? If so, which is the most appropriate job site?
- Is timing important?
- How should the advertisement be worded for optimum effect?
- Should an advert have your company name and logo on it or not?

At **TBA** we address these questions (and many more) on your behalf.

By choosing **TBA** as your Partner in Recruitment you can be sure you will have a **Successful Recruitment Campaign**

Why? Because

We take out the time and effort associated with recruitment. The options we offer include: -

- Agreeing and influencing the brief
- Effective media and internet job site selection so that the advert reaches the right audience
- Originating effective Copy that will appeal to potential candidates
- Design of adverts and their placement (**full in-house facility**)
- Initial sifting and checking of CVs
- Interviewing and assessing suitable candidates
- Providing full client briefing on selected candidates
- **Giving you a Guarantee of performance and outcome**

In short:

We can provide you with a shortlist of qualified and appropriate candidates meeting the requirements of your brief.

TBA means:

Adding value to your organisation

Looking for the Best in People

Advertised Selection



The Right Person in the Right Job....

Interviewing is (and always will be) an important part of any selection process, but on its own has only a **20%** chance of getting the right result! Put more simply, it is a very subjective way of predicting future performance. As we all know, selecting the *wrong* candidate has serious financial implications – lost business, additional training costs *and of course having to repeat the whole recruitment campaign.*

You decide to run your own recruitment campaign....

What can be done to make sure you get the right person in the right job?

TBA use a comprehensive “toolkit” to make sure every project we undertake is successful. This toolkit is available to you and gives you an increased insight into the person in front of you. It provides a measured and objective means of ensuring you select the right candidate - first time.

Personal Profiling Analysis

Research and results from job analysis indicate that up to 70% of attributes associated with success at work are dimensions of personality rather than ability.

So, what is “personality”?

Personality is “a person’s typical or preferred way of behaving, thinking and feeling”.

How often do recruiters talk about the “*chemistry*” or “*fit*” of a candidate and how some candidates, with excellent technical experience, just wouldn’t *fit* into the team? *How often is a candidate selected without looking at the “fit”?*

A Personal Profile Analysis (PPA) provides objective information, relevant to successful job performance and team dynamics. *It will assist in the structuring of interviews and allow emphasis to be placed on the most relevant attributes for job success.* It is not a test.

TBA will administer and interpret PPA questionnaires for you. If required, we can produce a comprehensive candidate report that not only can be used as part of the selection procedure, but can also form the basis of future personal development plans.

Remember – A Personality Profile Analysis enhances the interview (which on its own is only 20% effective in predicting job success) and can help you to get it right first time.

Personality Profiling & Testing



For a more in depth understanding of candidates we recommend Un-proctored General Intelligence Assessment (GIA)

General Intelligence Assessment (GIA) is a series of online aptitude and ability tests. They are an accurate and reliable predictor of a person's development potential, response to/rate of learning, their mental processing speed as well as their ability to hit the ground running.

Due to demand from clients we have enabled GIA to be completed in an un-proctored (non supervised) environment. Remotely testing candidates can save time and make the recruitment process far more efficient.

Using a simple 20 minute online assessment, administered remotely, enables a business to expand its prospective talent pool:

- Recruitment choice - It highlights candidates who have the potential to be successful but who may have been screened out based on their CV because they lack the requisite experience
- Enables you to 'fish' from a larger geographical area as candidates do not have to come in to be tested
- Flexibility – the test can be emailed to anyone (who speak English) anywhere in the world.

The process is straightforward – the candidate would be emailed an invitation to complete a GIA, just as they would be with a PPA.

They complete the pre-test practice questions and then go on to take the test.

Just as with PPA, the results come back to the administrator who has the choice to email them directly to the candidate or print off to give face-to-face feedback.

In conclusion:

Established in 1988, TBA provides Executive Search & Selection, Interim Management and Professional Services to industry across the UK and Europe. As People Consultants we are always "Looking for the best in people!"

Testing

