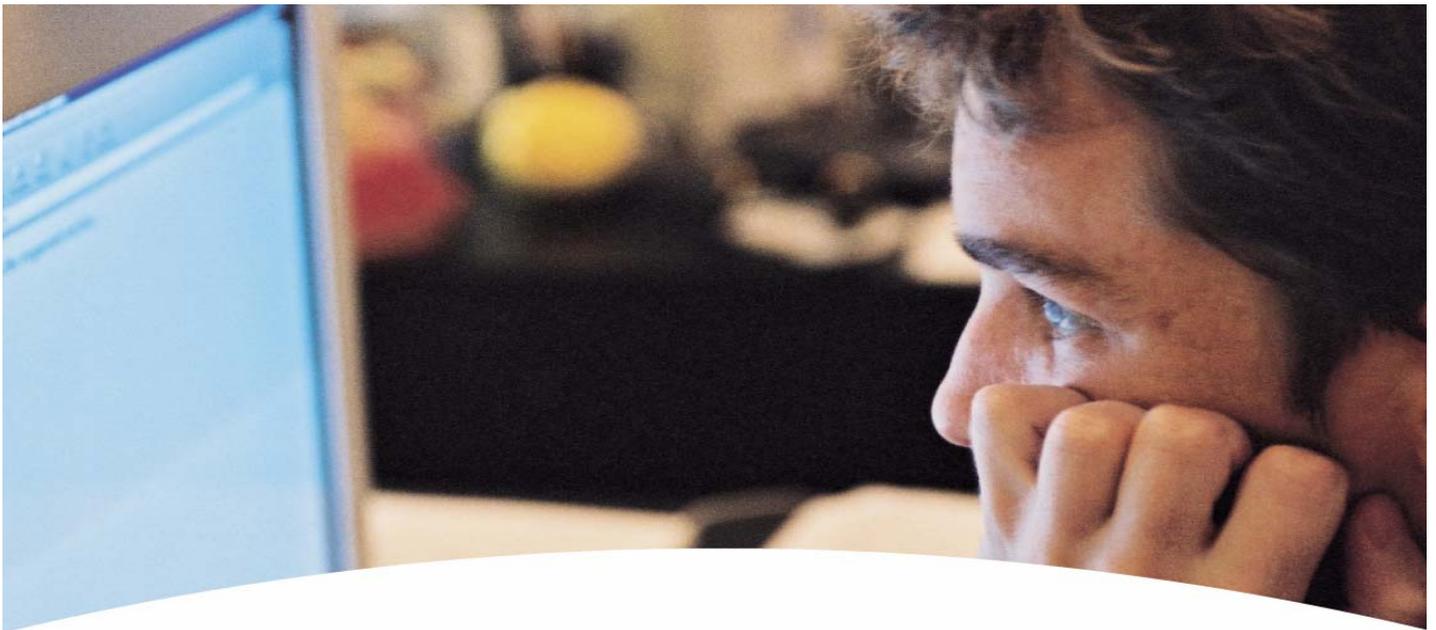


# *saving you time & money*



## ***Stay free to focus on your core business***

Recruiting staff is always a time consuming and expensive process. To recruit just one person takes, on average, over 25 hours - that's at least 3 days lost from your working time. Horgen Personnel Consultants can do the work for you, saving you valuable time, energy and money, whilst leaving you free to concentrate your energies on your core business.



## ***A deeper understanding of your needs***

We aim to make you feel that we are an extension of your own HR department. A dedicated consultant will take the time to understand your requirements and evaluate your needs. We can act quickly to meet your requirements using the latest technologies, our dedicated local delivery teams and our extensive national database of screened, assessed and referenced candidates. We also constantly attract new quality candidates. Horgen will advertise, shortlist and interview on your behalf, so you can only see the very best and most suitable candidates at the final interview stage.



## ***More quality candidates***

We don't only focus on speed and efficiency. As recruitment experts we pride ourselves on the quality of the candidates we present. Our commitment to the matching process means we will not only match your requirements for the position, but also meet the candidates' needs. We find this approach increases the chance that client/ candidate relationship will be long and fruitful for both parties. By harnessing our expertise, you can save time and money, ensure you employ the right people and give yourself the best chance of retaining them.



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HORGEN PERSONNEL CONSULTANTS, LLC IS AN EQUAL OPPORTUNITY EMPLOYER

# saving you time & money

Recruiting tasks	Average timings without Horgen	Average timings with Horgen	
Identify requirements and write job specs	30 minutes	30 minutes plus 30 minutes to brief Horgen	
Prepare advert text	30 minutes	Horgen does this for you	
Select media and enter advert	15 minutes		
Proof advert and submit	15 minutes		
Handle initial telephone inquiries	approx. 50 calls @ 3 minutes		
Review resumes	approx 30 resumes @ 5mins.		
Identify best 10 applicants & screen further to select a final 5 interviewees	10 @ 5 mins each		
Advise unsuccessful applicants	25 @ 5 mins each		
Invite the successful applicants to interview	5 @ 10 mins each		
Call to confirm attendance	5 @ 5 mins each		
Plan and conduct interviews	5 @ 60 mins each		
Candidate testing (optional)	5 @ 60 mins each		
2nd interviews of shortlisted candidates	3 @ 45 mins each		3 @ 45 minutes each
Make decision on appointment	30 minutes		30 minutes
Check references	60 minutes	Horgen does this for you	
Verbal offer to successful candidate and confirm in writing	30 minutes		
Advise successful candidates	4 @ 5 minutes		
	<b>Total time you spend 25 hours 15 minutes</b>	<b>Total time you spend 3 hours 45 minutes</b>	

