

## A service that's different by design..

For over 20 years, Cork Griffiths has been providing SME businesses with exceptional services that deliver high calibre professionals that drive our clients forward and establish competitive edge.

We achieve these successes on behalf of our clients because we understand individual markets and sectors intimately, and have developed a process that ensures a smooth delivery and an exceptional outcome.

Our experience has taught us that no two client requirements or briefs are the same, and we tailor our approach to ensure that the professional capability and cultural fit of all talent recommended and placed by Cork Griffiths not only meets, but exceeds commercial expectations.

Within each brief, Cork Griffiths undertakes a blend of the following core service process:

- **Full client needs analysis** - We will spend time discussing your complete requirements, ensuring a comprehensive and nuanced brief, reflecting the professional and cultural needs of the role.
- **Position advertised** - fully promoted across a broad spectrum of media to ensure that the initial candidate pool is of the highest calibre.
- **CV database search** - We conduct an effective database analysis in line with all required specifications and contact potential candidates on each client's behalf to create an expertly filtered long list.
- **Short list/First Interviews** - A short list will be created and these candidates given a first interview to ensure they match the criteria established in the detailed brief and Client Needs Analysis.
- **Final candidate shortlist** - At this stage we will provide you with a shortlist of candidates matching your criteria. This will include a current CV and a person spec if required.
- **Arrange interviews** – Once you have decided to interview from our candidate shortlist, we will arrange interviews on your behalf and organise candidates to be fully briefed prior to interview. Second or subsequent interviews will also be organised where required.
- **Offer negotiations** – We negotiate and liaise expertly between candidate and client to ensure that the final offer constitutes a mutually agreeable, win-win scenario for both parties. Our comprehensive experience in salary levels and associative benefits allows us to reach swift and equitable agreements.
- **Head hunting** - We draw our candidates from a deeper pool, offering a highly effective headhunting service that ensures our clients obtain access to candidates with unparalleled experience and skillsets.

## Expertly packaged to meet your needs...

At Cork Griffiths, we believe that all recruitment and HR services we deliver must be of outstanding quality if we are to help our clients succeed in their commercial objectives. We know that high calibre people are the greatest asset to any business, and our FCIPD qualified team delivers both the talented individuals to drive a company forward, and the HR experience necessary to develop a context within which they can thrive.

Because we believe in looking at your recruitment and HR needs differently, we have created a series of packages that give each client levels of service that are tailored precisely to their needs. All our services are modular and can be accessed individually, although to maintain competitive edge and offer our clients truly cost effective recruitment and HR, we have refined our professional services into easily accessible packages that truly add value. These are:

### Premium

Our most complete service, the Premium package delivers exceptional talent for your role, along with a host of other benefits. It is designed for all Senior Executive and Board roles with remuneration above £60,000, ensuring an outcome that exceeds client expectations through comprehensive focus on every aspect that is important in a senior hire.

The fixed price and guarantees offered allow each client to feel in control and confident that they will achieve their desired objectives on time and on budget, achieving a significant reduction in costs when compared to the traditional fee model offered by most agencies.

All premium packages are designed not only to bring exceptional people to your business, but also to offer the following benefits:

- Team Dynamics Audit
- Psychometric testing on final stage shortlisted candidates
- Tailored employment law package covering contracts, policies, procedures, etc if required
- Key Manager Development Programme
- Access to talented, FCIPD qualified HR specialists throughout the process at dedicated monthly meetings to discuss all aspects of the HR environment
- Access to an external Finance Director (if needed) for one day per month
- 12 month free replacement guarantee
- Priority invitation to FREE professional seminars from employment lawyers, accountants, NEDs, etc
- Regular newsletter containing market insight and professional knowledge for MD's and HR Directors
- 10% loyalty discount on all future work placed with Cork Griffiths

This service is offered on a retained basis, and for each role successfully placed there is a single appointment fee, regardless of salary level.

## Classic

The Classic service offered by Cork Griffiths combines all the service levels and methodology employed within a traditional recruitment and HR support service, but at a fixed price and level of efficiency that outperforms our competitors, and delivers exceptional results every time.

This package is designed for Middle to Senior Management roles, and comprises a suite of services that apply highly effective methods within search and selection, along with essential HR experience to ensure mutually agreeable terms and smooth transitions for each Middle to Senior Management placement we make.

The Cork Griffiths Classic package is an intelligent way for clients to take control of their critical hires, delivering your business outstanding professionals at a cost effective and fixed price, and includes the following benefits:

- Team Dynamics Audit
- Access to dedicated FCIPD qualified HR specialist and monthly meetings to discuss HR matters
- Key Manager Development Programme
- 6-month free replacement guarantee (extensions available if necessary)
- 5% loyalty discount on all future work placed with Cork Griffiths
- Priority invitation to FREE professional seminars from employment lawyers, accountants, NEDs, etc
- Regular newsletter containing market insight and professional knowledge for MD's and HR Directors

This service is offered on a retained basis, and for each role successfully placed there is a single appointment fee, regardless of salary level.

**In addition, clients can customise their Classic process by adding the following elements:**

- Employment law package covering contracts, policies, procedures, etc
- Psychometric testing on final stage shortlisted candidates
- Access to a part time Finance Director (if needed) for one day per month

## **Express**

For all Junior Management roles, the Cork Griffiths Express service has been structured to allow our clients unparalleled access to professional talent in a time critical environment. We understand the importance of time sensitive roles, and offer a fixed priced service that meets the brief and carries with it a full guarantee.

Our transparent working methods and expert filters deliver candidates to our clients that possess the experience and capabilities to genuinely add value to commercial activities and objectives. Over twenty years within the recruitment business has refined our working methods to the extent whereby Cork Griffiths can deliver compelling candidates to clients faster, at a fixed price, and with unique guarantees.

Each Cork Griffiths Express package also incorporates the following benefits within each brief:

- Team Dynamics Audit
- Access to dedicated FCIPD qualified HR specialist and meetings to discuss HR matters
- 3-month free replacement guarantee (extensions available if necessary)
- Priority invitation to FREE professional seminars from employment lawyers, accountants, NEDs, etc
- Regular newsletter containing market insight and professional knowledge for MD's and HR Directors

This service is offered on a retained basis, and for each role successfully placed there is a single appointment fee, regardless of salary level.

**In addition, clients can customise their Express process by adding the following elements:**

- Key Manager Development Programme
- Employment law package covering contracts, policies, procedures, etc
- Psychometric testing on final stage shortlisted candidates
- Access to a part time Finance Director (if needed) for one day per month



## Interim appointments

In a fast moving and changing world, businesses are often required to successfully adapt their approach at what feels like a moment's notice. Decisions need to be made, often within challenging circumstances, and companies need to be able to act with confidence that their suppliers are also up to the challenge.

Cork Griffiths provides an exceptional Interim Appointments service, delivering talented Interim professionals to our clients in time-sensitive conditions. Our active database of over 20,000 experienced professionals and senior executives allows us to be responsive, whilst our HR experience allows us to work closely with each client to ensure that any Interim Management position is effective from day one.

Interim Management can be a powerful tool for businesses undergoing change, allowing access to highly specialised and valuable skillsets in a controlled and managed manner. Our Interim Managers all operate through their own limited companies, and have professional indemnity insurance, which means that there are no employment law issues, and no long term contracts.

At Cork Griffiths, we operate a standard policy of providing a shortlist of exceptional Interim candidates within five working days of receiving the brief, allowing our clients to be confident that their requirements are being met in a timely manner. We recognise the significant benefits that talented professionals can bring to a business, which is why our working process is designed to produce outstanding results.

Our desire to be innovative and cost effective on each brief means that we also offer our clients an approach to Interim that we believe is unique in the market. Our expertise and connections within Interim allows Cork Griffiths to provide exceptional, high calibre Interim professionals for a flat fee of 10% across all roles, and for any duration.

There are a host of benefits that can come through intelligent Interim appointments, and with Cork Griffiths, you can feel confident that any professional placed through us is a short-term solution with long-term commercial value.