



The Process at HireQuality Solutions

Preparation is the key!

Meet, visit and gain knowledge of about our clients
Learn about your organization, culture and environment
Discuss specific position requirements
Job description development and review
Consult on compensation, timing and interview process
Develop a recruiting plan

Identify Candidates

Applicant Tracking System – Taleo
Direct recruiting within same industry
Job fairs
Web based searches
Job board web postings
Classified advertisements
Client & Candidate referrals
Professional organizations

- Better Business Bureau
- Targeted Small Business
- Central Iowa - SHRM
- American Payroll Association
- NAWBO
- Community involvement
 - Make A Wish Foundation
 - Des Moines Chamber of Commerce
 - Johnston Chamber of Commerce
 - Greater Des Moines Partnership
 - Buy into the Circle
 - Habitat for Humanity

Candidate Reviews

Comb through resume and work history
Face to face interviews
Computerized skills evaluations – Prove It! Software with over 1000 tests available
Reference checks from previous managers
Credit and criminal background checks (upon client request)

Preparing for the offer

Communicate regularly with all parties
Email resumes and reference checks
Coordinate interviews
Negotiate total compensation package
Offer consultation to you and candidate
Guidance with counter offer risks

Guarantee

Continued relationship with the client after the placement
Regular contact with placed employee
120 day guarantee on permanent / direct hire placements