

# Head Hunting & Recruitment



## Recruitment

- ✓ Who We Are / Mission and Vision
- ✓ Values
- Personnel Selection: Recruitment / Headhunting
- International Selection: Recruitment / Headhunting
- HR Assistance
- Salary Quantitative Research
- ✓ Products and Commissions
- ✓ Contact Information



## Who we are:

We are the Georgia's leading, diverse and forward thinking recruitment agency with more than ten years of experience in Georgian Market and thousands of successful completed recruitment projects.

We offer candidates and clients a wide range of recruitment services, almost in all commercial sectors.

## Mission and Vision:

**Mission** - Our mission is to be the preferred and trusted recruitment partner to both our clients and candidates. To achieve this, we are committed to the provision of excellent customer service, quality staffing and competitive pricing. We will continue to work in close consultation with our clients to ensure that their staffing needs are adequately met to their complete satisfaction.

**Vision** - Our vision is to become the employers' preferred Recruitment Agency of choice based on the extent and quality of our service. We also endeavor to be the preferred platform for candidates to discover and pursue exciting careers with their ideal organizations.



# Values:

**Trust** - We are a high performing agency dedicated to employment and human resource services - a trusted partner and resource for our clients.

**Respect** - We treat every individual with respect, in every interaction.

**Transparency** - We work openly and promote loyalty and trust in ourselves and contracting partners, we will make it possible to confront problems professionally.

**Integrity** - We promise only what we can deliver, and we deliver on every promise. Our business is built on a foundation of honesty and integrity.

**Professionalism** - We are seasoned professionals, continuously educating ourselves and preparing for the challenges ahead.

**Teamwork** - we will ensure that Directors, Managers and Staff are all part of a team whose overall objective should be to achieve the goals of the agency.

**Ownership** - we will take personal responsibility for all our actions and omissions, we will encourage feedback and share in the positive and negative.

**Commitment** - We are committed to providing solutions for our customers. We exist to meet and solve the challenges our customers face.



# Personnel Selection: Recruitment / Headhunting

Term: 5-7  
Business days

- ▶ Vacancy identification and evaluation of customer needs
- ▶ Preparation of detailed position description
- ▶ Development of the Recruitment Plan, including development of posting and advertising campaign
- ▶ Review and evaluation of the candidates and shortlisting
- ▶ Conduction of interviews / testing of candidates
- ▶ Reference check
- ▶ Preparation of Match Report
- ▶ Selection of hire
- ▶ Final interview management with the selected candidates
- ▶ Feedback and result discussions



# Personnel Selection: Executive Search / Headhunting

Term: 10-15  
Business days

- ▶ Vacancy identification and evaluation of customer needs
- ▶ Country and/or Region identification
- ▶ Field/Industry Analyses and potential analyses
- ▶ Preparation of detailed position description
- ▶ Preparation of Recruitment Plan
- ▶ Candidate search and information processing
- ▶ Review and evaluation of the candidates and shortlisting
- ▶ Conduction of interviews / testing of candidates
- ▶ Reference check
- ▶ Preparation of Match Report
- ▶ Selection of hire
- ▶ Final interview management with the selected candidates
- ▶ Feedback and result discussions



# HR Assistance

Term: 5-10  
Business days

- ▶ Vacancy identification and evaluation of customer needs
  - ▶ Preparation of detailed position description and vacancy text
  - ▶ Development of the sharing plan, including development of posting and advertising campaign
  - ▶ Vacancy posting and Information monitoring
  - ▶ The resume search in database
  - ▶ Shortlisting and analyses from database results
  - ▶ HR Assistance Report preparation and sharing
  - ▶ Arrangement of interviews
  - ▶ Administering of an interview process (including the availability of an interview room at agency office)
  - ▶ Interview analyses and result evaluation
  - ▶ Consulting on selection of hire
  - ▶ Feedback and result discussions
- *Agency in these product acts on behalf of and/or assists clients HR functions, including the administration of interviews and selection at HR Recruitment Agency office.*



# Salary Quantitative Research

Salary quantitative research collect information about employee and benefits across different industries, regions and jobs.

These researches serve as benchmarking tools to enable companies to make informed business decisions about compensation.

## The sources of salary research:

- ▶ Information analyzed from web page: [www.HR.ge](http://www.HR.ge) and if necessary from other partner web pages
- ▶ The internal database of Recruitment Agency HR
- ▶ Information obtained from target group employees



# Products and Commissions:

## International Selection: Recruitment / Headhunting:

<u>Project Start Fee:</u>	Final Commission: The following rate applies to Candidates' gross one month salary:			
GEL 1,500	Guarantee Free 100%	3 Month Guarantee 130%	6 Months Guarantee 140%	12 Months Guarantee 150%

## Personnel Selection: Recruitment / Headhunting:

<u>Project Start Fee:</u>	Final Commission: The following rate applies to Candidates' gross one month salary:			
GEL 450	Guarantee Free 100%	3 Month Guarantee 130%	6 Months Guarantee 140%	12 Months Guarantee 150%

<u>Product:</u>	<u>Service Fee:</u>
HR Assistance	GEL 1,250
Salary Quantitative Research	TBA upon request

\* All amounts are payable in GEL and exclusive of VAT (+18%)





## TESTIMONIALS:



*LTD “Coca-Cola Bottlers Georgia” recommends the Human resource recruitment agency and admits that we are highly satisfied by the quality of work they have fulfilled, by staff’s professionalism and honest attitude towards the work.*

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*With this letter I would like to confirm that Samsung has chosen HRRA to be a provider of staff leasing and professional recruitment services. Throughout our cooperation period, it has become certain that we are working with market professionals who provide the agreed service within agreed time and budget.*

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*I would like to express our appreciation for the excellent work HR Recruitment Agency Ltd did in providing temporary local staff for the 2015 Annual Meeting of the European Bank for Reconstruction and Development (EBRD) which took place in Tbilisi on 13 - 15 May 2015.*

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*The mentioned Company employees consider every service request with sense of responsibility. The management of the company “Geocell” grants high rate to the work performed by the “HR Recruitment Agency”*

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*We have found their work to always be extremely satisfactory and it was always done in a timely and professional manner. Based on our experience with this company we can highly recommend their services.*

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*During the period of our cooperation we had an opportunity to make certain that we are working with professionals, who provide the service of high quality and in a timely manner.*



Recruitment

## Head Hunting & Recruitment

Please contact us:

Address: 25 Mikheil Shavishvili Street, 0186, Tbilisi, Georgia  
Phone: (+995) 32 219 3333; Cell: (+995) 577 771 228 (+995) 577 288 951  
Email: [info@HH.ge](mailto:info@HH.ge)  
WEB: [www.HH.ge](http://www.HH.ge)