



RECRUITING OF SPECIALISTS AND EXECUTIVES

Your HR business partner in the search and selection of top candidates

Your recruiting process at Kempers Recruiting & Consulting



Requirements
analysis



Candidate
acquisition



Candidate
selection



Employee
integration

■ ■ ■ Professionalism and specialist expertise for your enterprise

Searching for the right decision-makers and specialists is time-consuming and costly, can often prove challenging and it ties up capacities needed elsewhere. While it may be true that 45 percent of employees have a latent desire to change jobs, you need to use the best search methods available, address people in a persuasive manner and carefully select your targets in order that new specialists and executives will make their way to your company.

To speed up your recruitment of high-quality specialists and executives, Kempers Recruiting & Consulting can offer you comprehensive, professional support of the highest calibre: We are recruitment consultants with many years of experience in your sector, and we know

where and how we can find those new employees best suited to your needs. And our skill in implementing precise and effective search strategies means this is usually achieved **within eight weeks**.

What's more, the way in which we shine the spotlight on the benefits of your company, stimulates interest to join your company among suitable candidates and potential new talents not currently actively seeking a change. Naturally, in this area we will always work transparently, confidentially and in very close contact with your company, both within Germany as well as abroad.

Providing weekly status reports on the progress of the search is second nature to us.

Because a lasting, trusting partnership is also important for us, we provide you with a long-term consultant to help with your staff development. We are glad to support you with our expertise when it comes to development perspectives, talent development and organisational growth. Our holistic approach to support is a plus that allows you to proceed positively

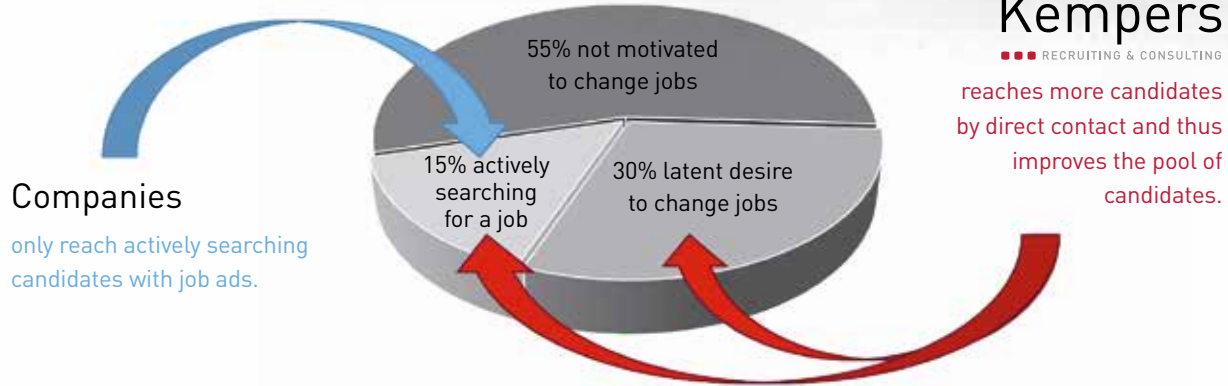
in terms of staff management. Your employees will form a lasting bond with your company and you can leverage their potential fully to ensure your business success over the long term.



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RECRUITING

■ ■ ■ Broaden your scope in the selection of staff using a direct approach



Kempers Recruiting & Consulting – your professional partner for staff recruitment



With 6 consultants, plus 26 researchers and project managers, Kempers Recruiting & Consulting is among the 50 largest consultancies in Germany.

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RECRUITING

■ ■ ■ With total dedication: our strengths in the interests of your success

Finding the experts and executives who best suit the requirements of your company ... no problem for us! Why? Because Kempers Recruiting & Consulting employs highly qualified experts in HR consultancy to put their skills and competencies to work in the service of your search for employees. It goes without saying that the staff working on your recruiting project are discreet at all times.

Our consultants are true experts with in-depth management experience in the life science, laboratory and medical technology, biotechnology, electronics and electrical engineering, plant and machinery, food and pharmaceuticals, chemistry and

automotive sectors. They also have many years of consultancy experience and far-reaching industry knowledge, and apply this know-how in their personal contact with candidates.

And of course our research team has the same level of communications expertise, high professionalism and structured way of working. They are unerring in their determination to identify and select possible candidates to fill your vacancies, and approach potential employees confidently and as equals. Your search mission is in professional hands from the very beginning to the time the new employee joins your company.

The recruiting process



Just four steps to recruiting your new employee with kempers.partner:

Requirements analysis

Briefing and needs analysis



Candidate acquisition

Identification within the target companies and directly addressing candidate in the workplace



Candidate selection

Interviews, personality tests and assessment centre



Employee integration

Continuous support during first six months

Effective and successful: the structured recruiting process

To ensure your recruitment process has a successful outcome, we rely on procedurally sound, effective working methods, whilst deploying the full know-how and in-depth skills of our 26-strong team towards fulfilling your assignment: Our very own in-house research department is highly professional at discretely identifying your potential new employees. In responding to your search assignment, we will engage with up to

150 potential candidates – before expertly filtering this number down to those particular candidates that best match your company. Of course, throughout this process we will always focus on your needs and remain in close contact with you, whilst keeping everything as transparent as possible thanks to our weekly project status reports. And our integration support service means we'll be there for you even after the actual appointment.



YOUR RECRUITING PROCESS

Up close: your company in focus



A dedicated team works on each search in the interests of your company.

■ ■ ■ Our way of jointly specifying what your new employee should bring to the table

To enable us to identify and address the employee tailor-made for you, we'll sit down with you in the first step of your recruitment process, to define the **specifications** your specialists and executives will need to meet down to the last detail. This will, of course, focus on social and personal skills as well as the technical skills.

We achieve this by performing an intensive **position and field analysis**, and we work closely with you to ascertain your actual need. And the current market and sector situation is naturally an ever-present factor at this point.

We will also prepare a detailed **skills profile** and - together with you - we will define the weighting given to the various requirement criteria.

What is the actual outcome? By the end of the first step, we will know exactly which professional and personal requirements, skills and abilities your new employee needs to demonstrate. This information is then used for addressing and selecting employees in a targeted manner.



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FAQ

REQUIREMENTS ANALYSIS 11

The decided advantage of expertise: more choices



The breadth and quality of our search options increase your prospects of finding the right new employee.

- ▶ Web 2.0
- ▶ “Telefonident”
- ▶ In-house and external databases



Requirements analysis



Candidate acquisition



Candidate selection



Employee integration

FAQ

■■■ Here's how we acquire potential employees for your vacant position

In the second step we want to structure our search process as efficiently as possible for you, so we therefore define the individual target field for addressing candidates. To this end, we analyse role-related search parameters such as regionality, relevant sectors, products and applications together with crucial technical knowledge. This information is additionally imported into a job description we specifically prepare for your search request.

Based on the target field list and the requirements profile, our researchers with their specific sector experience identify potential candidates in the agreed companies over the telephone. We additionally use reputable business platforms such as **LinkedIn**, **XING** and **Experteer**, as well as our extensive, continuously expanding database and our strong network.

Candidates are then directly addressed and their motivation to change job and develop their careers is discussed. Interested candidates are persuaded to commence the application process.

Kempers
... DATENBANK


LinkedIn

XING

experteer.de
Sie verdienen mehr.



Skilfully selected: only the best staff for your company



At kempers.partner, the selection process can be carried out using phone interviews, personal interviews, personality tests or the Assessment Center.

■ ■ ■ This is how we perform our targeted selection of talented candidates

Suitable candidates for your company's vacancy have been identified and have indicated their interest. Now is the time to commence a more intensive level of communication with your potential new employees. This is only ever done on a one-to-one basis and always by our experienced advisers. Based on the relevant CV, your adviser will conduct a detailed **structured telephone interview** with the candidate. Then, as the process moves forward, the adviser will conduct a **face-to-face interview** at which point the information provided to date is explored in greater detail and verified. This is how we obtain a detailed picture of the individual experience, skills and suitability of each candidate.

Our search professionals then make their preselection, after having thoroughly compared the candidates against the requirements profile previously prepared for

your job assignment. It is on this basis that we prepare our **evaluations** and a **skills profile** for the candidates, to give you a comprehensive insight into possible new employees. Your adviser will then supervise an initial **job interview** conducted in your company with the candidates that best match your requirements, before then subsequently providing support to all parties after this first meeting. At this point your adviser will seek feedback from you and from the candidate, as well as providing you with advice and coordinating the process up to the time of the final decision.

kempers.partner will also conduct **psychological tests** for candidate selection as and when required, or if requested by the client. If requested, kempers.partner can organise an **Assessment Center** procedure for individuals or groups of persons.



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The service advantage: your HR business partner at your side



Our consultants help your managers and new employees on the path to integration.

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■ ■ ■ They support you with the integration of your team members

Your company's vacancy is filled, your new specialist or executive takes up their role – and we are there to help you with the integration of your new employee into the company. Three and five months into the job, and our HR development experts will conduct structured integration interviews with the new employee and their line manager. This is an opportunity to discuss the communication and culture of the company, and we

provide guidance on procedures and processes as well as identifying any areas of discord at an early stage. This all enables your new employee to integrate even more quickly and efficiently into your company and perform his employment tasks in a more targeted manner – a genuine benefit to your employee and to your company. And so the kempers.partner recruitment process reaches its successful conclusion.



EMPLOYEE INTEGRATION

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Frequently Asked Questions: Recruiting by Kempers Recruiting & Consulting

Staff recruitment

For which areas of operation is recruiting at Kempers Recruiting & Consulting designed? Can you assist us in filling all vacant positions in our company?

Yes, we can! Whether management, sales, product marketing, service, R&D, production, purchasing, finance and controlling, HR or IT, we are very familiar with your sector and can help you fill vacancies in all areas of operation.

Our company will have several vacant positions in the near future. Will we receive favourable terms if we work with you to fill all of these?

Most certainly! If you are interested in long-term collaboration, we can conclude a framework agreement with you.

We are not sure whether external recruiting is right for us and would like to get a broader impression of Kempers Recruiting & Consulting. Could you provide us with a list of references?

This is generally not a problem because we have been working closely together with many companies for years. However, HR consultancy is a confidential process between ourselves and our customers and we place great value on discretion. We hope you will understand that we can only give you the names of companies which agree to us doing so. That is also why we do not mention these companies on our website.

There is a team of dedicated researchers at Kempers Recruiting & Consulting. Is that necessary?

We believe so. Unlike ourselves, many recruitment agencies employ student assistants to identify potential candidates for vacancies, but their knowledge and expertise may not be sufficient for timely and successful identification. Our researchers, on the other hand, are highly qualified employees who are completely dedicated to your search – effectively and with the right knowledge. Because of their many years of experience, they already know many companies in each sector and how to approach the right people.

Do you have any further questions? We can help you – just phone us!
Tel.: +49 (0)2171 36350



Requirements analysis



Candidate acquisition



Candidate selection



Employee integration

FAQ

Range of services

Recruiting



Candidate Acquisition



Candidate Selection



Employee Integration

Consulting



New Placement



Career Advice



Business Consulting

Kempers Recruiting & Consulting GmbH

Brückenstrasse 2 ■ 51379 Leverkusen ■ Germany

Tel.: +49 (0)2171 36350 ■ Fax: +49 (0)2171 3635138 ■ info@k-p-p.de ■ www.k-p-p.de