

Exclusive Candidate Marketing

At Miller McKenzie we have basically two ways of operating: we will either work exclusively on behalf of our clients going out into the market place to identify suitable candidates for their role. Alternatively we will work exclusively on behalf of a candidate and identify a role suited to their requirements. Because we are specialists we have the opportunity to build confidential relationships with market leaders, we keep abreast of changes and by reading trade magazines and using the internet we are aware of movements within the industry.

Our process when we operate exclusively for candidates is as follows:

- We commence with a telephone interview to fully understand your requirements: background, type of work, salary, area, required benefits etc.
- Agree with you an exclusive agreement i.e. you will not contact any other agencies or register with internet job boards for a mutually agreed period of time.
- We will help you create a list of companies that you would like to work for.
- Conduct psychometric testing (optional) to fully understand your strengths and weaknesses.
- Create a marketable CV compiled from the details you have given us from your CV and verbal discussions.
- Together we will compile sufficient information to conduct research into your preferred market and identify the major players.
- Create a list of companies we are going to speak to on your behalf.
- Write a marketing profile that is suitable to approach clients.
- We will then speak to decision makers about your background and requirements. This is done in a confidential manner, initially with no names discussed.
- We will contact you with regular updates or to get your agreement to send your CV to interested parties.
- Send your CV with covering letter and our Terms of Business.
- Discuss your details with clients, ascertain their interest and discuss the position they are considering you for.
- Arrange interviews.
- Prepare you for the meeting giving you as much details as required including information on the company, interview techniques and expectations etc.
- Debrief you after the interview, ascertain your likes, dislikes and general interest in the role in question.

- Debrief the client after the interview, ascertain his likes and dislikes and establish sufficient interest to follow to the next stage.
- Arrange any subsequent meetings.
- Carry out reference checking if required.
- Manage the offer process, speaking to each party individually until an agreement is made.
- Assist you through the resignation process offering advice if needed, particularly when counteroffers are made.
- Advice and support through your notice period until you start your new role.
- Assistance and advice if required through your first few months with your new employer.

Finally, there are no charges to candidates for our services, all our costs are recovered from our clients. All we ask is that if we are willing to work with you on an exclusive and confidential basis then you agree to work with us on the same basis. In return our expectations of you are as follows:

- You supply us with a copy of your CV and any other details we require about your background and experience.
- You agree to our exclusivity agreement and remove your name from any other agency or job board and inform us of any other positions you have already applied for.
- You complete our candidate profile so we can get all the information about your requirements in your next role.
- If applicable you complete our personality profile, Selecsys.
- Supply us with a list of companies you would like to work for.
- Work with us to compile sufficient information to identify major players to target.
- You provide us with identification material such as a copy of your passport/driving licence and a copy of a utility bill – we have to prove your identity by law.
- You provide any additional information to back up your application such as details of achievements in each role held.
- You supply details of people we can contact for references.

Of course if you are satisfied with our service we anticipate that you are willing to recommend us to clients and other candidates.