

Kemper Associates

HOW WE WORK

Everyone wants to be excited about bringing on a new employee. We want you to be excited about the whole process of adding an employee. Here's what we do to see that hiring is as easy as it can be for you.

1. **WE MEET WITH YOU** to determine exactly what it is that you are looking for. Whether you're hiring for a VP of Sales or an entry level marketing position, we help you determine the level of skill you really need to get the job done.
2. **WE HELP YOU WITH YOUR HIRING DOCUMENT.** That's right! We'll help you sculpt a position description that can even be used as a performance review tool. Because we believe strongly that past performance is one of the only ways to judge future performance, we'll help you define exactly what it is that needs to be done in your company!
3. **WE HELP YOU WITH A COMPENSATION PLAN** if you don't already have one in place. The plan we design with you will be one that will attract the caliber of employee you want and fit your budget.
4. **WE AGREE ON A PLAN** for your hiring that will give you a clear idea of when you can reasonably expect your new employee to be on board.
5. **WE START RECRUITING** for your position. We always look first to candidates who have been "prequalified" and known by us and whose resumes are in our proprietary database. We recruit too from companies who would employ the type of candidate you want to attract.
6. **WE ADVANCE RESUMES** to you of candidates who qualify for your position and who are interested in meeting with you. Based on our conversations, we decide whom you would like to meet with.
7. **WE COORDINATE THE INTERVIEW TIMES FOR YOU.**
8. **WE FOLLOW UP** with you and the candidate to ascertain the level of interest on both parts.
9. **WE HELP YOU JUGGLE THE MULTIPLE CANDIDATE DILEMMA.** It's our job to keep all candidates interested in your company and your job - and we do! You don't have to worry about "losing" a candidate as you assess additional candidates.

10. **WE HELP YOU DECIDE** who your final choice should be. This can sometimes be an agonizing decision and having the additional input of your recruiting firm is invaluable at this step.
11. **WE HELP YOU MAKE AN OFFER** that will be accepted. Some companies prefer to make the offer themselves and some prefer to have us handle this whole process. You choose how you want to do it and we're there to help you through the process.
12. **WE HELP YOU NEGOTIATE** any compensation or other issues that arise in this delicate part of the process.
13. **WE HELP YOU CLOSE THE DEAL!**