

Recruiting Methodology

Our methodical approach to recruiting is designed to quickly and professionally meet your company's unique hiring requirements.

Management Recruiters of Newburgh's methodical approach is designed to quickly and professionally meet your company's unique hiring requirements. We adhere to your company's culture and desired candidate profile in order to find and deliver the best possible candidate for your position.

Each search is tailored to meet your specific needs. We utilize the following steps as starting points for our methodical approach: Analyze Needs

Management Recruiters of Newburgh works with the Human Resources Department and the Hiring Manager(s) to understand the company's culture and hiring requirements. We make certain that we understand all parameters of the position, from its duties and responsibilities to its compensation levels within your organization. Develop Strategic Recruiting Plan

We develop a position profile, including a behavioral profile if desired, and design a mutually acceptable recruiting plan for each position. The plan details a research strategy and identifies the specific Management Recruiters of Newburgh resources applied to the project. Research, Screen and Interview Candidates

Using the broad range of available research resources, Management Recruiters of Newburgh identifies potential candidates for each position. Our research resources include:

- Direct contacts
 - Our Internet website
 - Direct mail or e-mail campaign
 - Advertisements, including Wall Street Journal Ads for Executive Positions
 - MRI's network of professional recruiting firms
- Then we interview and screen potential candidates to select the best fit for your organizations culture and job requirements. Present Qualified Candidates

After completing a thorough candidate review, we prepare and present a detailed profile for each qualified candidate. Then we provide these profiles for your evaluation. Develop Client Interview Plan

Working with the client, we develop a plan and a schedule for candidate interviews. Telephone, face-to-face, or video-conferencing interviews can be accommodated. If necessary, Management Recruiters provides training to improve a hiring manager's interviewing skills. Debrief Client & Candidate

Management Recruiters of Newburgh coordinates all follow-up with both the client and the candidate. Clients provide candidate feedback and candidates are asked about their continued interest in the position. Based on the client's preferences, the next steps to the recruiting process will be determined at this time. Schedule Second Interviews

If necessary, follow-up interviews are scheduled with those candidates who best satisfy the position requirements. Perform Confidential Reference Checks

Management Recruiters of Newburgh thoroughly evaluates the candidate's references and verifies employment history. Additional background checks can be performed, based on the client's wishes. Prepare Offer

Management Recruiters of Newburgh helps the client prepare an offer that we believe will be acceptable to the candidate. It is our goal to eliminate lengthy negotiations and get the candidate to accept the offer as presented. Coach Client and Candidate to Handle Counter Offers

Attractive candidates often receive counter offers from their current employers. We help clients and candidates work through these sometimes difficult issues. Assist With Candidate Transition

Once the candidate has agreed to accept the client's position, we help the candidate with the resignation and transition processes. We can also provide help with relocation services, if necessary. Follow Up With Client and New Hire

At regular intervals following the hiring of a new employee, Management Recruiters follows up to make sure all is well with both the client and the candidate.