

## SERVICES INCLUDE:

- **1.** We write a market-ready job description.
- **2.** Post the position to the market and monitor the posting for maximum exposure
- **3.** Collect all candidate's resumes
- **4.** Review and identify specific qualifications (as defined by CLIENT)
- **5.** Perform the initial candidate contact via email/phone to share job specifics and confirm continued interest in the position
- **6.** Forward resume's along with any relevant information identified in the initial communication
- 7. Provide up to 1 hour (per month) of Recruiting Consultation (interview prep, candidate analysis, interview questions, best practices, etc.)
- **8.** Provide up to 2 PXT skills/personality assessments (per month) on the top candidates you have identified
- **9.** Provide 1 hour of consulting (per month) on the assessment results (areas of concern, red flags, positive attributes, etc.)
- **10.** Provide an offer letter, background check, and drug screen for the final selected candidate

