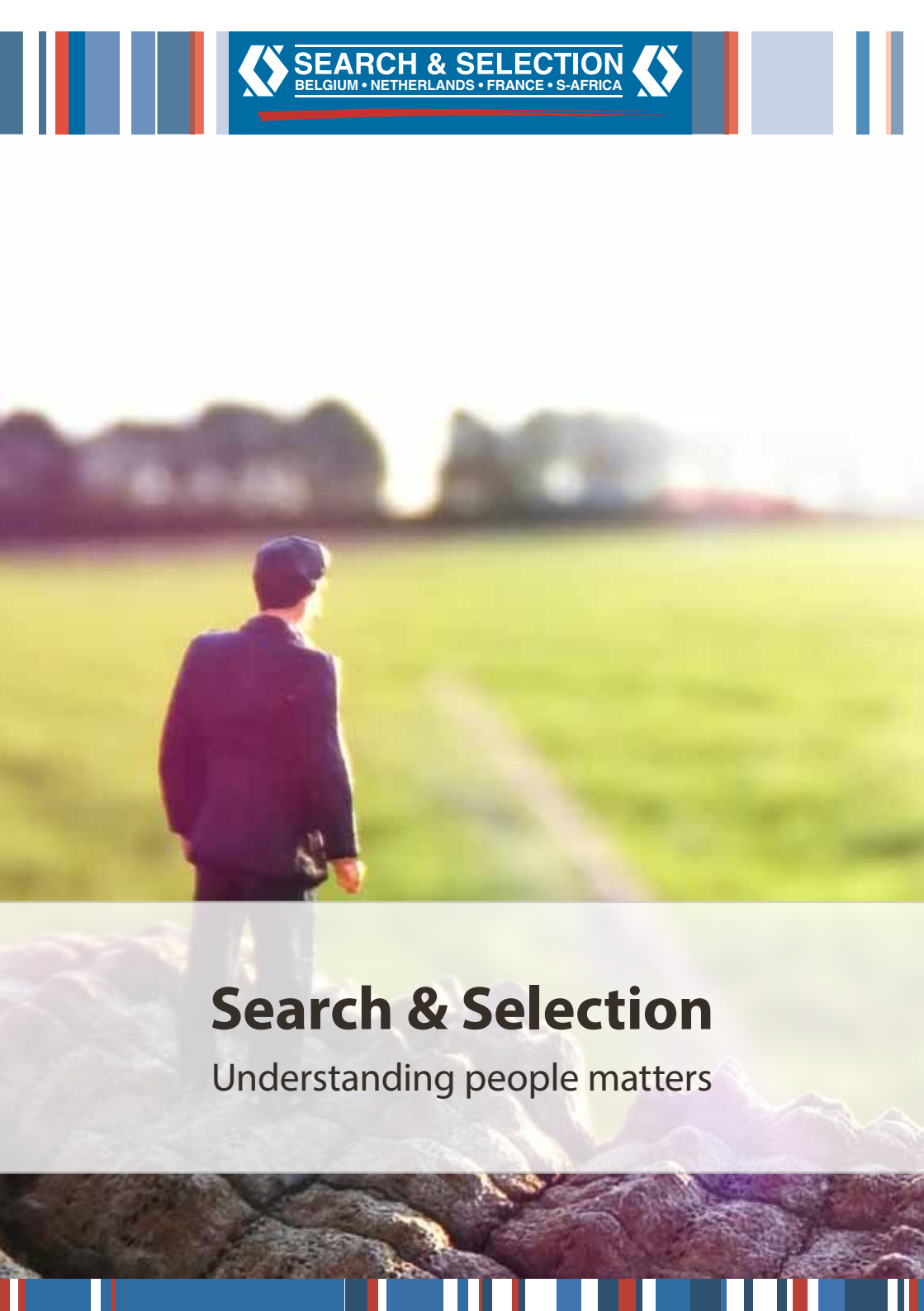




SEARCH & SELECTION
BELGIUM • NETHERLANDS • FRANCE • S-AFRICA



Search & Selection

Understanding people matters

Search & Selection

At Search & Selection we have supported employers in their search, evaluation and development of human resources since 1977. We work for private companies and government organizations alike, nationally and internationally. Thanks to our considerable experience in many sectors, for different functions and at multiple levels, employers can benefit from our flexibility and job seekers will be able to apply for a wide range of jobs.

THE SEARCH & SELECTION TEAM

Search & Selection can rely on a team of 15 highly qualified HR consultants, who receive diagnostic, administrative and logistic support from a project team.

We have offices in Ghent, Zaventem, Antwerp, Lille, Breda and Pretoria (South Africa).



ADVICE FOR JOB SEEKERS

Take a look at job offers at www.searchselection.com and apply online.

Can't find any job for you at the moment? Feel free to upload your CV and we will keep you informed of any matching job opportunities, without obligation.

OUR SERVICES

RECRUITMENT & SEARCH

Full recruitment procedure

Database recruitment

Direct search

Executive search

International recruitment

Allegro Inflow activation

Employer branding

Temporary

HR professionals

SELECTION & EVALUATION

Preselection

Psychometric assessment

Assessment centre

Examination programme

Board of examiners

Evaluation of degrees determined by decree

DEVELOPMENT

Development centre

Performance management

Multisource feedback (360°)

Individual coaching

Workshops

Mission and vision

Job descriptions

Workforce planning

WHAT MAKES US STAND OUT

Personalization: a versatile and flexible organization.

Accountability: one consultant coordinates the project from A to Z.

Dedication and commitment: until the desired objective is achieved.

Experience and know-how: a core of senior consultants.

Namezzz® Online Office: fully operational, anytime, anywhere.

Recruitment procedure

INTAKE

During the intake-interview with our client, we draw up a job profile setting out key job-relevant skills. The job profile serves as an objective reference for the following steps of the recruitment procedure.

RECRUITMENT

Starting from the job profile we draw up an attractive job advertisement. A clear job description gives an accurate picture of the function, because our goal is always to attract the right candidates.

The vacancy notice is advertised in online and offline media: job sites, newspapers, journals, social media, etc. Our consultant actively scours CV databanks and networks for matching profiles.



APPLICATIONS

All recruitment information flows into our central application platform at www.searchselection.com. The application form contains competence-based questions.

PRESELECTION

Candidates are screened on the basis of their online application forms and documents (CV, covering letter). Selected candidates are invited for interview and the best ones are *shortlisted*.

FINAL SELECTION

Shortlisted candidates can take a psychometric test or participate in an assessment centre. Our consultant presents his/her final advice to the client in the form of a detailed competence report for each shortlisted candidate.

PLACEMENT

Contract negotiations between the employer and the best candidate. After signing the contract, your new employee's progress is closely monitored by our consultant.

ADVICE FOR EMPLOYERS

Our services can take the form of a complete project, as the one detailed opposite, but are also available as separate modules.

For example, you can choose for a preselection or a final selection of your own candidates.

Tracking talent

In order to carry out a selection procedure, we first need a number of applicants. Search & Selection recruits candidates by combining and activating different recruitment channels.

The job advertisement is published in a wide range of newspapers, magazines and job sites, thus reaching large groups of potentially interested job seekers.

We also actively look for suitable profiles by searching databases and social networks, through our connections with schools and alumni, professional federations, branch associations, and through our representation at job fairs.

By linking all recruitment communications to a central application platform, we can have a clear view on the impact of the recruitment channels used and work towards a cost-effective recruitment campaign.

All applicants, both spontaneous and job-specific, register online on our website. Their personal data are kept strictly confidential and are processed in compliance with current ethical rules.

We regularly inform registered Members of suitable vacancies. We strive to keep a focused approach and offer them interesting opportunities.

ADVICE FOR JOB SEEKERS

Make sure your online profile is complete and contains relevant keywords, so it will be easier for recruiters to find you.

This applies to registrations at searchselection.com, other CV databases as well as LinkedIn.



Allegro Inflow Activation

Recruiting for critical jobcategories has led Search & Selection to the development of the Allegro formula. We recruit proactively for a year using a multimedia approach.

By continually bringing vacancies to the attention of the intended target, our client's employer brand remains top of mind with active and latent job seekers.

It is an integrated formula for employer branding, recruitment reserve management and active recruitment. Candidates flow in through a central job application, which forms part of the Namezzz® system, so that our consultants can manage the recruitment pool interactively.

Our client can follow the whole process online and effectively communicate via Extranet. In addition, the recruitment reserve is continuously scanned for the most suitable profiles, which will be presented to our client at job dating sessions.



The Allegro recruitment formula is a prime example of interactive brand and job marketing, enabling companies to fill a large number of expected vacancies, quickly and efficiently.

Headhunting

Finding top profiles and specialists requires a direct and discrete approach. The headhunter's experience and network are crucial and can really make a difference. With more than 20 years' experience in this market, our consultants can quickly focus on the target group and convincingly introduce potential candidates to the new position.

We can also recruit executives and high potentials internationally. An expert consultant guides the selection process on the spot. Thanks to our online Namezzz® platform, our consultant is always operational, anytime, anywhere.

INTERNATIONAL EXPERTISE

Central Europe, Russia, the Middle East: Turkey, Dubai, Asia: Thailand, Laos, China, Hong Kong, Africa: South Africa, Congo, Ghana, Nigeria, Senegal, Kenya, Botswana, ...



INTERNATIONAL SEARCH

Marc Van Beethoven, a senior consultant, speaking about international search:

International projects require very careful preparation. The search and the preselection are carried out and coordinated from the Belgian headquarters, but the interviews are arranged on site.

All interview sessions are scheduled to take place within the shortest possible time frame. This is not always easy, as candidates often have to travel long distances and are therefore not always available. Speaking from experience, at least four weeks of intensive planning are necessary to schedule a single week of interviews, not to mention the need to arrange flights, visa, accommodation, interview location, etc.

It is definitely not our first attempt: we have already gathered some experience in dealing with international assignments. We can therefore fully concentrate on the assignment itself: recruiting the right talent.

Young Prozzz

CAMPUS FAIRS

GETTING IN CONTACT WITH UPCOMING TALENTS



Each year in September a new batch of graduate students invades the job market.

Each spring Search & Selection already takes a sneak preview on the largest campus fairs. In order to make convincing approaches to young people, we have created the Young Prozzz network.

This group of young professionals, graduates and final-year students conduct a forum on how to start and build a professional career. The community is present on the main social networks: Facebook, Twitter and LinkedIn.

Young Prozzz also organizes networking events to offer career opportunities to the new generation as well as employer branding and recruitment opportunities to companies.

10.000

In the spring 2013, Young Prozzz contacted over 10,000 final-year students in order to fill beginner's vacancies.



www.youngprozzz.com

Namezzz® online office

Namezzz® is the online information and communication platform of Search & Selection. It aims to facilitate and streamline the whole recruitment procedure for candidates, clients and consultants.

SEARCHSELECTION.COM

Candidates apply with clear aims and in a structured way at www.searchselection.com. We also encourage spontaneous job seekers to register on our website and create an online profile. As a Member, you will be informed of any vacancies matching your profile.

BACKOFFICE

Our consultant manages the project online. Our matching module and growing candidate database form the basis for active recruitment.

NAMEZZZ EXTRANET

Thanks to Namezzz Extranet our clients can follow their projects online, centralize their candidate files and discuss specific issues with our consultant, resulting in efficient communication through collaboration.

50.000

The database of Search & Selection includes 50,000 members. These are job seekers who have an account at www.searchselection.com.

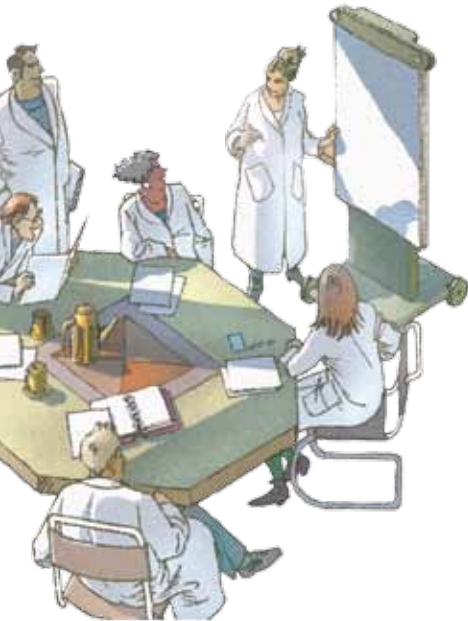
Each year about 6,000 new members join the ranks: an excellent recruitment pool for our clients.



FLASHBACK

Over the years, Search & Selection has significantly contributed to several developments in the fascinating and rapidly evolving field of HR. To name but one example, we were one of the pioneers in the field of online testing.

Since 2006, we have further streamlined our working methods and enhanced the communication between clients, candidates and consultants thanks to our Namezzz® application.



Developing Namezzz® services for our client -
Integration of social networks

Present

Namezzz® extranet for clients:
Follow-up and co-monitoring features

2008

Namezzz® Application and candidate
follow-up system

2006

Development of integrated online
Namezzz® platform on Oracle databases

2001

Website www.searchselection.com
Top 30 Belgian websites

1997

Development of DIANET programme:
pioneer in Computer Aided Testing (CAT)

1989

First digital database
on a BBC computer (8Kb)

1982

Start-up Search & Selection
Addresses in notebooks and folders
Pencil and paper tests

1977

Innovation timeline

Evaluating talent

Once applications start flowing in, it is time to select them, or better... to match them. We always offer the job to the candidate whose profile best matches the specific requirements. Interviews, tests and assessments are essential parts of our selection procedure.

INTERVIEW

There are two techniques for asking behavioural questions at an interview: case and STAR techniques. In the first, the applicant is asked to react to a hypothetical situation that he/she is faced with.

Example of collaboration skills

You and your colleague are asked to organize a training day, but he/she does not collaborate and offloads all the work onto you. What would you do?

With the STAR technique, we start from a real situation chosen by the candidate himself/herself. This second method is our preferred choice, as it provides more relevant information than the case technique.

Example of collaboration skills

Can you describe a situation in which you had to work together with a colleague, but this collaboration did not turn out to be particularly successful?

1. We ask the applicant to describe a real-world **situation** focusing on a specific competence:
2. What were your **tasks** and responsibilities?
3. What did you do? What **actions** did you take?
4. What was the **result** of these actions?

TESTS

Search & Selection offers reliable and effective test programmes in line with the latest level-specific standards. To achieve this aim, we work together with nationally and internationally recognized suppliers. Our tests can be taken either online or offline, individually or in group.

Available test types: personality, knowledge, intelligence, skills, motivation.
Test suppliers: Cebir, Pearson, SHL.

ASSESSMENT CENTRE

An assessment centre offers a combination of an interview, psychometric tests and simulation/assessment exercises. An assessment exercise simulates real working-life situations with specific cases and interactive exercises. As we observe the real reactions of the candidate, the assessment exercise is a very reliable predictor of his/her behaviour in the new job.



Sara De Baets,
Assessment consultant:

At Search & Selection we also create our own cases in line with our competence model. These cases can be adapted to suit the specific function, sector or level for which we select.

BOARD OF EXAMINERS AND EXAMINATION PROGRAMMES

We coordinate examination programmes in government departments and at local-authority level. Our consultants are also frequently called upon to sit on boards of examiners as independent advisors.

Developing talent

Selecting and evaluating means diagnosing. When a candidate's competence score is low, we examine to what extent that competence can be developed. If the development turns out to be problematic, the negative result will deeply affect the final evaluation, as opposed to situations in which improvements are easier to achieve. Search & Selection can assist candidates in developing competences and companies in developing appropriate structures.

COMPETENCES

By definition, each competence can be developed, but some are easier to develop than others. This has to do with the structure of the competence. A competence is the result of several aspects combined: knowledge, skills, personality and motivation.

Competences defined in terms of knowledge and skills are easier to develop than those defined in terms of personality and motivation.

skills

knowledge

personality

motivation

When a candidate scores low on a competence, we need to figure out which is the weakest aspect and how best to improve it. In addition to this analysis, we also take into account the candidate's favourite learning style. Based on this information, we can give personal development advice and suggest practical development activities.

DEVELOPING TALENT

Development Centre

This is the brother of the Assessment Centre. This is where we develop and place talent within the company.

Individual coaching

By this we mean quality guidance, for example when monitoring newly recruited candidates.

Multisource feedback (360°)

A very powerful internally-developed tool used to collect feedback from your employees. It can be used online.

Workshops

We offer three types of workshops: Competence-based interviews, Evaluating employees and Leadership.

DEVELOPING STRUCTURES

Job descriptions

Defining the result areas (what needs to be done) and the competences required to achieve the desired results (how it should be done). This procedure forms the basis of a coherent HR policy.

Workforce planning

A critical review of the company, its departments and functions must be followed by an action plan. E.g. a strategic approach adopted by a local authority after the implementation of a retirement scheme.

Performance management

A cycle consists of guidance, adjustment and evaluation. We can perform an individual measurement, but we can also put forward the concept (consulting).

Mission and vision

Our experience and methodology enhances both mission and vision, making it possible to communicate them clearly, while providing a strong support for development.

Contact

For further information please contact Mr Thomas Tielemans. He will answer your questions or refer you to the appropriate consultant.



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Vlaanderen

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