

HR SERVICES & SOLUTIONS



RECRUITMENT & SEARCH



SELECTION & EVALUATION



DEVELOPMENT

Understanding people matters.



People are your most important investment. So you want to make sure that you get a healthy return. Search & Selection is a partner that can advise and support you effectively.

We often hear the words: “We just cannot find the right people.” How do you attract the necessary human resources to meet your company goals? How can you structure and optimise your human capital?

The answer to these questions is partly described in this brochure. Our services presented here cover three domains: Recruitment & Search, Selection & Evaluation, and Development.

We hope this brochure is the starting point of a successful cooperation and a long-lasting partnership.

A handwritten signature in blue ink that reads "Frans Claerhout".

Frans Claerhout
General Manager
Search & Selection



Search & Selection

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The right advice

The five foundations of our services

Innovation

Online office: Namezzz®



Recruitment & Search

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Full recruitment procedure
Database recruitment
Direct search
Executive search
International recruitment
Allegro Inflow Activation
Employer branding
Temporary HR Professionals



Selection & Evaluation

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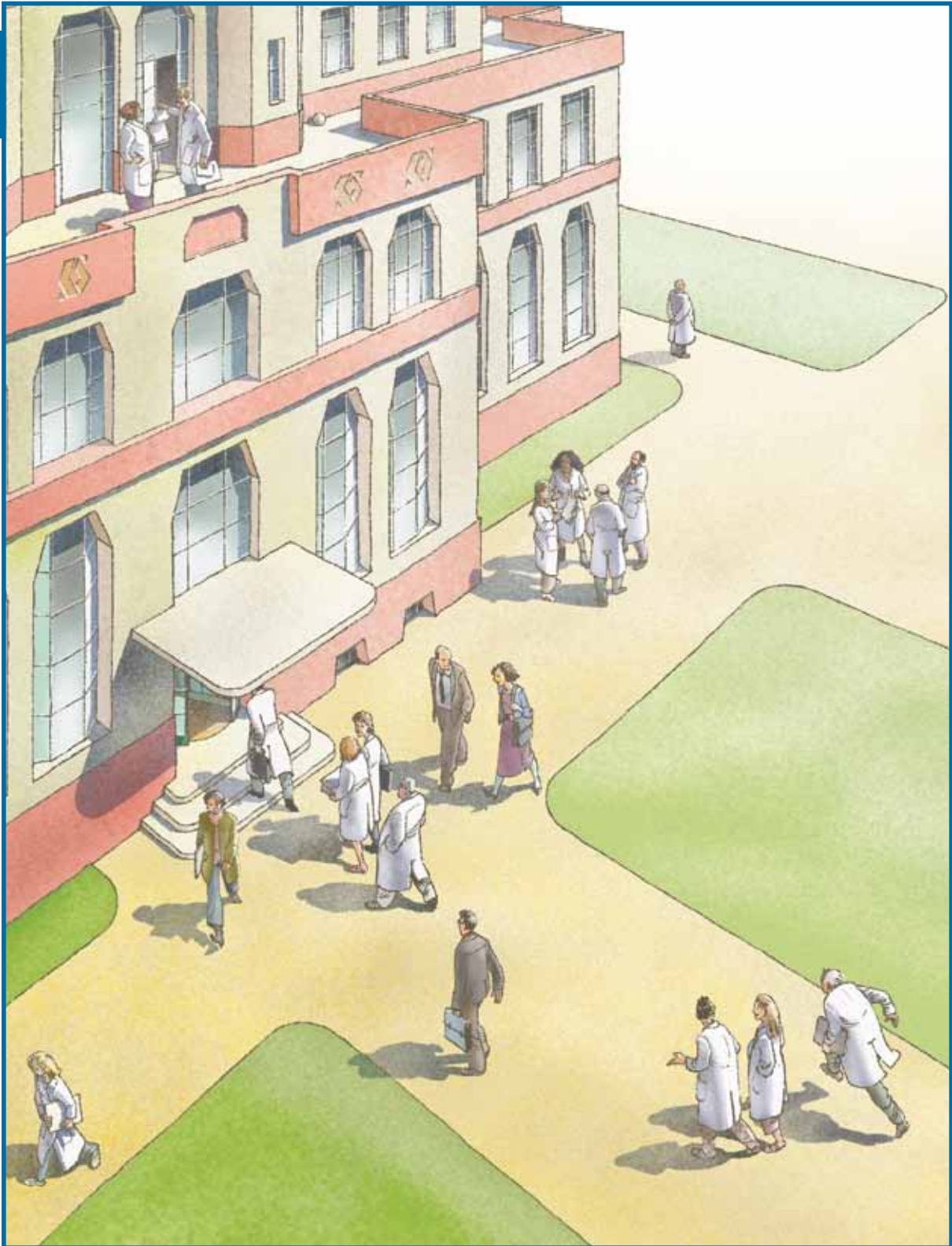
Preselection
Psychotechnical assessment
Assessment centre
Examination programme
Board of examiners
Evaluation of degrees determined by decree



Development

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Development centre
Performance management
Multisource feedback (360°)
Individual coaching
Workshops
Mission and vision
Job descriptions
Workforce planning



Search & Selection is a trusted HR partner and an established name in the market since 1977.

SEARCH & SELECTION

Tracking talent

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WITH A SIXTH SENSE FOR TOP TALENT, WE INTRODUCE TO YOU THE REAL HIGH POTENTIALS.

THE CHOICE IS YOURS.

Evaluating talent

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THE NUMBERS TELL THEIR OWN TALE. ARE YOUR CURRENT OR FUTURE EMPLOYEES FIT FOR THE JOB? WE'LL FIND OUT.

DEVELOPING TALENT AND STRUCTURE

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BRINGING SKILLS AND OBJECTIVES TO THE SURFACE. HELPING YOUR EMPLOYEES TO CREATE OPPORTUNITIES AND, ESPECIALLY, TO TAKE ADVANTAGE OF THEM.

SEARCH & SELECTION: THE RIGHT ADVICE



WHAT WE DO.

SEARCH & SELECTION SUPPORTS COMPANIES IN RECRUITING, SELECTING, EVALUATING AND DEVELOPING THEIR HUMAN RESOURCES.

BY COMMITTING OURSELVES TO OPTIMISING OUR CLIENTS' COMPANY STRUCTURES, WE DELIVER A SUBSTANTIAL CONTRIBUTION TO THE ACHIEVEMENT OF THEIR OBJECTIVES.

OUR DEEP UNDERSTANDING OF BOTH THE PRIVATE AND THE PUBLIC SECTOR AS WELL AS THE INTERNATIONAL MARKET IS A RELIABLE REFERENCE FOR SOUND ADVICE.

WHO WE ARE.

Search & Selection is a team of HR experts. Our consultants are academically qualified specialists. A single consultant is responsible for project coordination and communication with the client.

All our consultants are diagnostically, administratively and logistically supported by a project team working with powerful and innovative tools.

HOW WE WORK.

Search & Selection offers complete customised solutions. Our services are available as full procedures as well as individual modules.

We analyse your HR needs, draw up an action plan and take full responsibility for its coordination and implementation until the desired objective is reached, always in line with your budget, timing and agenda.

WHAT MAKES US STAND OUT.

Search & Selection combines expertise with innovative work methods. A thorough briefing and debriefing of all parties involved forms the basis for our work. High customer satisfaction and long-lasting customer relationships are both the starting point and the result.

We work from offices in Belgium, the Netherlands, France and South Africa. In each region we have gained considerable experience and developed an extensive network.

THE FIVE FOUNDATIONS OF OUR SERVICES

ENTREPRENEURSHIP

Our consultants are characterised by a hands-on mentality. No 'box movers' who offer you a standard package, but entrepreneurial advisors who work out solutions and who create added value for your company. Challenges are not avoided, but taken on based on experience, critical thinking and common sense.

EXPERTISE

Search & Selection can count on a core team of senior consultants with 20 years' experience and a broad personal network. The knowledge and expertise we gain is fully applied by the development of in-company tools and processes.

EMPLOYABILITY

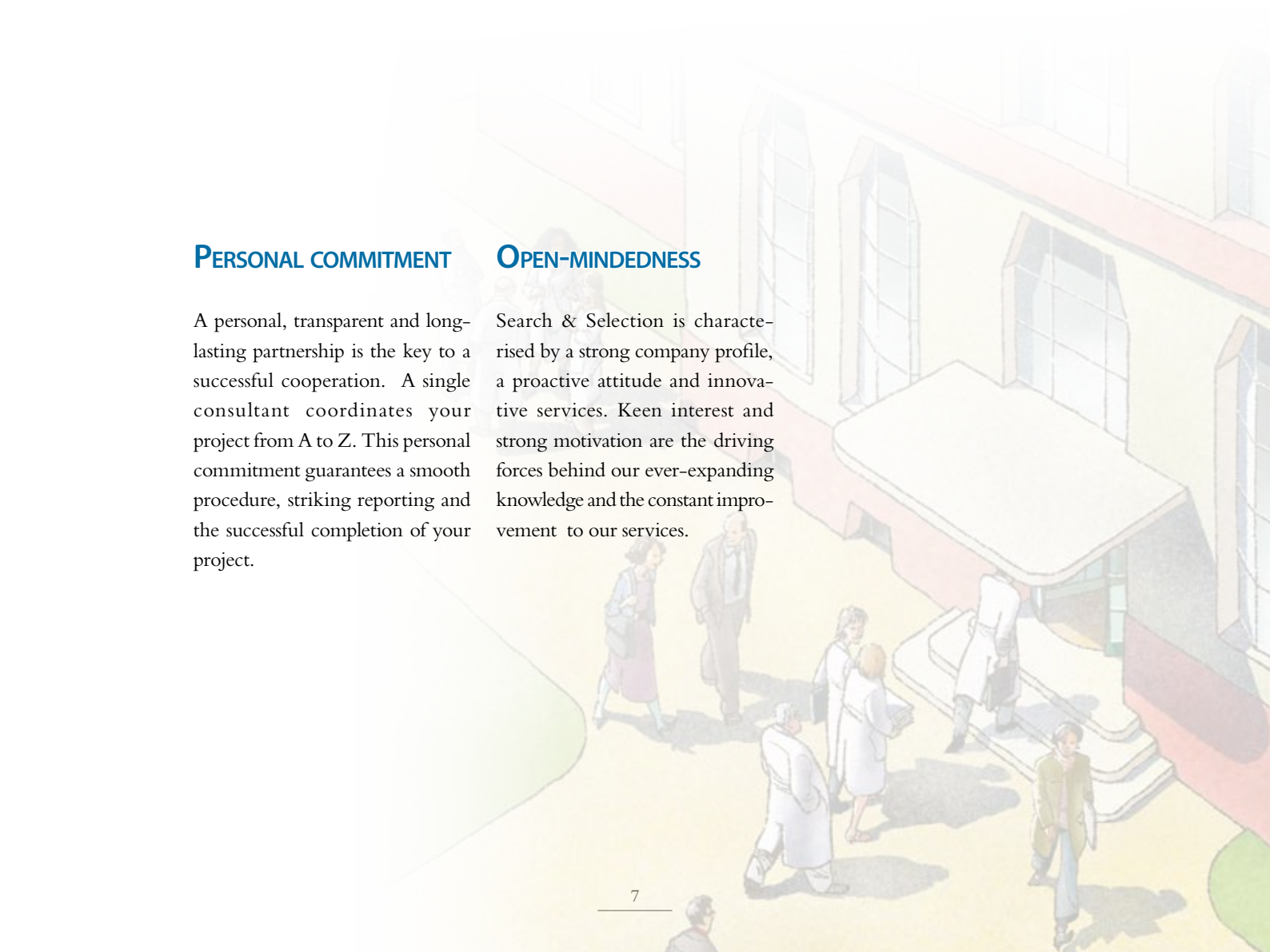
With their extensive professional experience, our consultants are all-rounders, employable for each job profile, on every level. For larger or more complex campaigns, a project team can be assembled on short notice.

PERSONAL COMMITMENT

A personal, transparent and long-lasting partnership is the key to a successful cooperation. A single consultant coordinates your project from A to Z. This personal commitment guarantees a smooth procedure, striking reporting and the successful completion of your project.

OPEN-MINDEDNESS

Search & Selection is characterised by a strong company profile, a proactive attitude and innovative services. Keen interest and strong motivation are the driving forces behind our ever-expanding knowledge and the constant improvement to our services.



INNOVATION

FLASHBACK

Over the years, Search & Selection has initiated and encouraged several developments in the fascinating and rapidly evolving field of human resources. For instance, we were one of the pioneers in online testing. With the development of our own Namezzz® application in 2006, we have further streamlined our work processes and the communication between client, candidate and consultant

NAMEZZZ®

Namezzz® is the name of our online information and communication platform. Namezzz® integrates the processes of a recruitment agency, a jobsite and an employer branding tool, resulting in minimal time to market, standardisation of work processes and optimal quality

The application was developed in house, in compliance with an extensive code of ethics and privacy. These rules are respected at all levels of the system.

Development of Namezzz®-services for clients
Integration social networks

Present

Namezzz®-extranet for clients:
follow-up and monitoring features

2008

Application and follow-up system
for Namezzz® candidates

2006

Development of integrated online
platform Namezzz® on Oracle

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

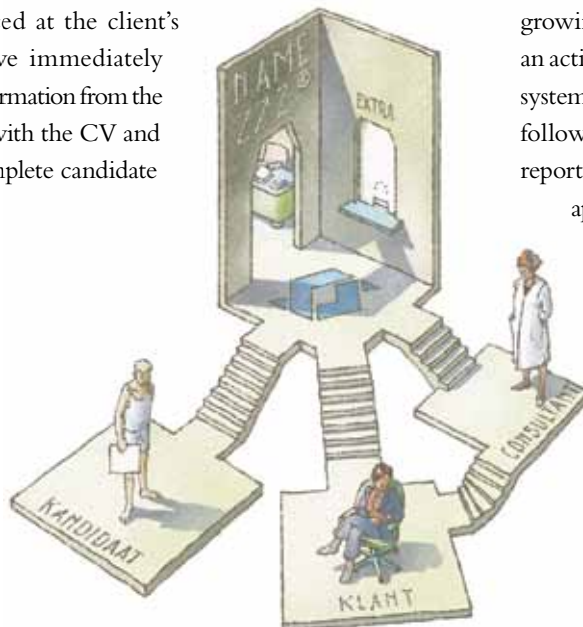
Innovation timeline

ONLINE OFFICE: NAMEZZZ®

WEBSITE

APPLYING IN A MEANINGFUL AND STRUCTURED WAY

The Search & Selection website is above all a job board. Job openings are published, can be found by targeted searches, and offer candidates the opportunity to immediately apply online. The procedure starts with an application form in the candidate's language (NL-FR-EN-DE-ES), including skill-based questions relevant to the job. Open questions can also be introduced at the client's request. This way we immediately gather meaningful information from the candidate. Together with the CV and the cover letter, a complete candidate file is compiled.



EXTRANET

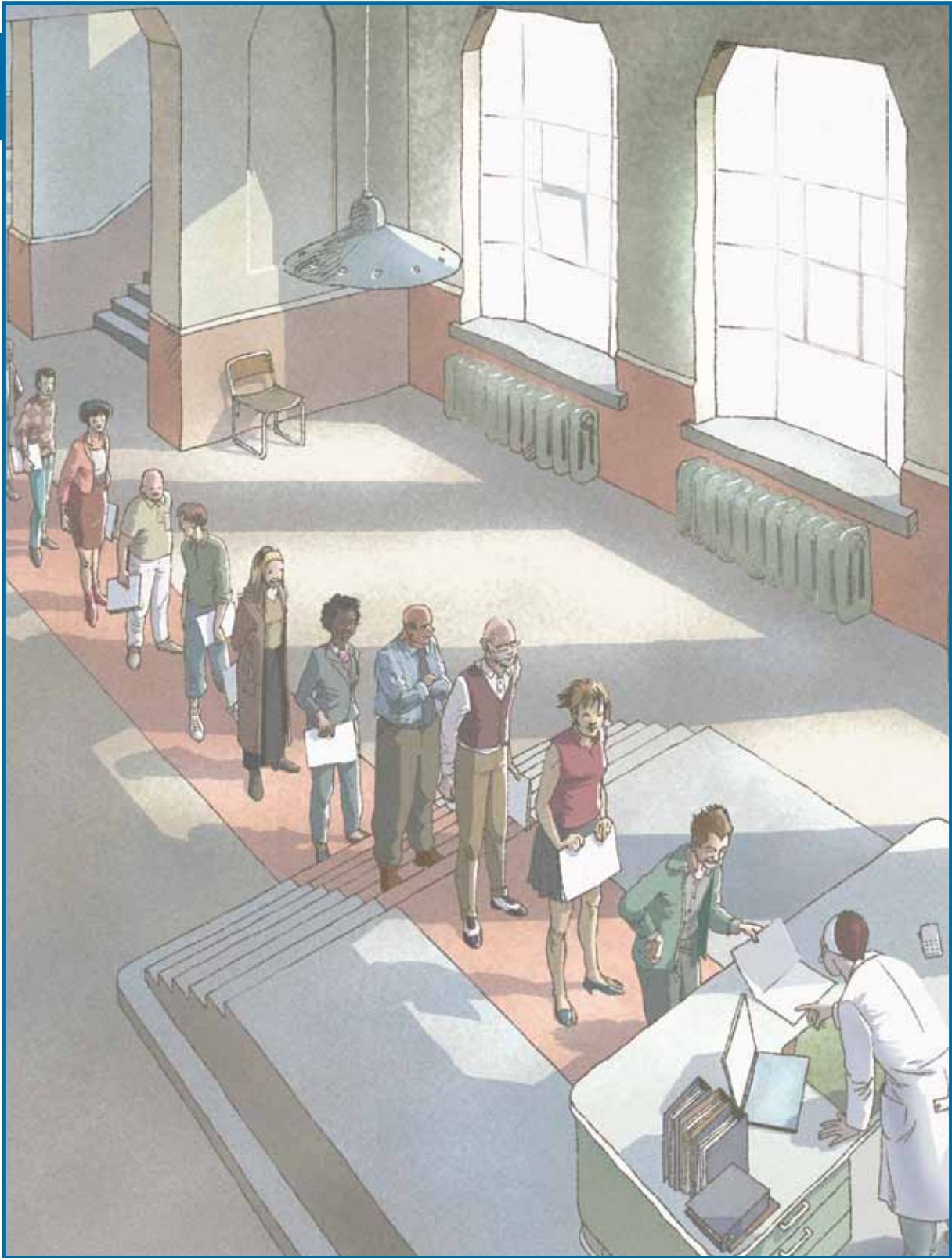
THE CUSTOMER IN THE FRONT SEAT

Clients keep track of their recruitment projects on Extranet. The platform provides access to all relevant data, in compliance with the code of ethics and privacy. Confidential documents and even entire projects can be protected and their access restricted to specific employees or departments. Extranet also enables clients to interact with the consultant regarding specific candidates or reports. This leads to efficient communication and a strong partnership.

BACKOFFICE

FOLLOW-UP AND MONITORING OF THE PROJECT

By centralising all information online, our consultants are always operational, anytime, anyplace. All they need is a computer with an Internet connection. The matching module and the growing database form the basis for an active recruitment approach. The system provides features for a clear follow-up during the project and reports are immediately fed into the application. This allows efficient reporting from Namezzz® at any time.



In the recruitment phase, more quantity means more choice.

RECRUITMENT & SEARCH

FROM START TO FINISH SEARCH & SELECTION FOCUSES ENTIRELY ON QUALITY. THANKS TO OUR MULTI-CHANNEL APPROACH – WHEREBY WE LISTEN CLOSELY TO YOU AND THEN PURPOSEFULLY ACTIVATE OUR RECRUITMENT TOOLS – WE SELECT AS MUCH ‘BEST’ CANDIDATES AS POSSIBLE.

THE MORE HIGH POTENTIALS APPLY, THE MORE CHANCES YOU HAVE TO HIRE THE TOP TALENT YOU WERE LOOKING FOR.

WE OFFER OUR CUSTOMERS FOCUS AND CLARITY BY FILTERING IRRELEVANT OR MEDIOCRE CANDIDATES. WE FOCUS ON EXACTLY THOSE PROFILES WHICH ARE MOST LIKELY TO BRING A POTENTIAL ADDED VALUE TO YOUR COMPANY IN PARTICULAR.

Recruitment communication is a vital tool and we know how to make the best use of it. Media costs can mount up fast, and you might not be fully aware of their real return. That's why we focus on the target group from the start and zoom in on those media that generate the desired impact.

From start to finish Search & Selection is fully committed to quality.

By linking all our job ads in the various recruitment media to our central application tool, we gain insight into the candidates' search behaviour and the cost-effectiveness of recruitment channels. Our long-term media partnership deals enable us to keep costs in check.

Search & Selection has the expertise and know-how to manage large and complex national or international recruitment projects.

Some profiles require a more active and direct approach. We search through our databases of contacts to start up communication with personalised emails.

Over the years, Search & Selection has built an extensive network of contacts that can be quickly activated within the scope of search campaigns.

Other recruitment needs demand more specific and integrated approaches, e.g. when recruiting for a group of similar job profiles or when combining recruitment activities with employer branding.

The bottom line is and will always be the job applicant. Candidates can submit an online customised application form in their own language, which contains competence-oriented questions related to the position. An optimal follow-up and completion of the recruitment procedure results in maximum cost-effectiveness and high candidate satisfaction.

HOW TO SECURE THE BEST-QUALIFIED CANDIDATE?

BY APPROACHING AS MANY AS POSSIBLE...

FULL RECRUITMENT PROCEDURE

...and by presenting yourself as an attractive employer with a mix of targeted recruitment communication and employer branding. From quantity to quality.

Efficient recruitment communication starts with a clear and attractive message in the right tone of voice, using the right channels and in the best possible conditions. Search & Selection provides a dynamic communication concept in print media and online job boards. On top of that, we provide additional recruitment via relevant databases, colleges, universities and professional federations.

As soon as candidates start applying, our purpose is to select the most suitable ones.

All candidates are extensively screened on the basis of predefined criteria. The selected candidates go through to a behavioural interview. You receive a shortlist with the most suitable high potentials and then we work together to choose the finalists. A final selection by means of psychotechnical assessment or carried out by an assessment centre will eventually reveal the candidate you have been looking for: *the best one*..

DO YOU NEED TO FILL IN A VACANCY ASAP?

A DATABASE APPROACH INCREASES THE CHANCES OF A SUCCESSFUL RESPONSE.

DATABASE RECRUITMENT

After drawing up a matching profile, we search through a number of selective databases. The first touchstone is our own candidate database Namezzz[®], which consists of continually updated high-quality profiles. We also have access to prominent national and international CV databases. And of course, we are present on major social network sites for people in professional occupations.

Relevant profiles are personally informed when they match a vacancy. A classic way of informing candidates, which is regaining favour in this time of virtual technologies, is by traditional postal mail. A job ad in a sealed envelope together with a personalised letter captures the addressee's attention and spurs him/her into action. But the digital highway remains the fastest way. When used effectively with a focus on results, an email campaign is an excellent recruitment tool.

YOU'D BETTER BE THE FIRST.

DIRECT SEARCH

A technical specialist? Specific skills, hard to find on the market? An expatriate? Thanks to our thorough knowledge of the labour market and our selective contact network, everyone is within reach. All information is kept confidential.

Finding candidates within a specific industry or with particular skills also requires specific contacts. Search & Selection maps them out: all relevant professional players with the same or similar job profiles.

The target group is approached personally and actively motivated. Candidates are contacted in all confidentiality and discretion. As our client, you can decide if some particular companies or candidates are not to be approached.

The result is well worth the effort: a top profile with proven expertise.

THE HEAD HUNTER'S EXPERIENCE MAKES THE DIFFERENCE.

EXECUTIVE SEARCH



Our consultants with more than 20 years' experience are an important added value in your search for managers and directors. A team of specialists with a national and international contact network and a clear and realistic view on the available potential.

We keep you posted on every step of the process: drawing up the target list, defining the search strategy, reporting interviews, the composition of the shortlist and the final selection, optionally with the help of an assessment centre.

An intensive process with only one goal: to attract the executive who will make a difference for your company, tomorrow and the day after..

*WE'LL GO FAR TO GET THE BEST TALENT.
IF NECESSARY, WE ARE READY TO CROSS THE EQUATOR.*

INTERNATIONAL RECRUITMENT

Recruiting on an international level is becoming more and more important. Not only for hard-to-find skills, local employees and expatriates, but also for executives and high potentials.

Who is who on the international labour market? Search & Selection will find out, together with our local media partners and thanks to our relations with international colleges and professional federations. An experienced consultant with knowledge of the local labour market, language and culture, manages the project on the spot, if necessary in cooperation with a local expert. So you don't have to travel to London or Beijing yourself.

Note: With the Namezzz® application, we can reach, register and screen candidates online and worldwide. And with the Extranet feature, you can follow up the whole process, anytime, anywhere...



*A STRUCTURAL SHORTAGE WITHIN A FUNCTION GROUP?
WE'LL HAVE CANDIDATES FLOWING IN.*

ALLEGRO INFLOW ACTIVATION

We create and interactively manage a recruitment pool of those candidate profiles that your company constantly needs.

This proactive recruitment approach and multimedia campaign runs for a whole year. By constantly bringing your vacancies to the attention of the target group, your employer brand will stay top of mind among active and passive job seekers.

Awaiting a vacant position, the consultant keeps communicating with the recruitment pool. This growing group of candidates is continuously scanned for the best matching profiles, who are presented to you on job dating sessions.

The Allegro recruitment formula is a remarkable example of interactive brand and job marketing, enabling companies to fill in a great number of expected vacancies, quickly and successfully.

*A STRONG BRAND ATTRACTS HUMAN CAPITAL MORE EASILY.
EMPLOYER BRANDING PAYS OFF*

EMPLOYER BRANDING

Market positioning is of vital importance and the recruitment process is no exception. Employer branding is an essential part of our campaigns, with special focus on your organisation's career opportunities. We create an employer awareness with the target group, which fosters commitment and arouses enthusiasm among candidates.

Search & Selection aims to increase your visibility on campus and job fairs as well. We coordinate your own recruitment event and provide you with an interactive image-building web survey. Extra visibility is generated with bannering on job boards and our homepage. This is especially recommended when presenting a great number of vacancies.

Clever marketing actions combined with active recruitment enhance the impact of your employer brand. Search & Selection takes care of the analysis, the action plan and its implementation.

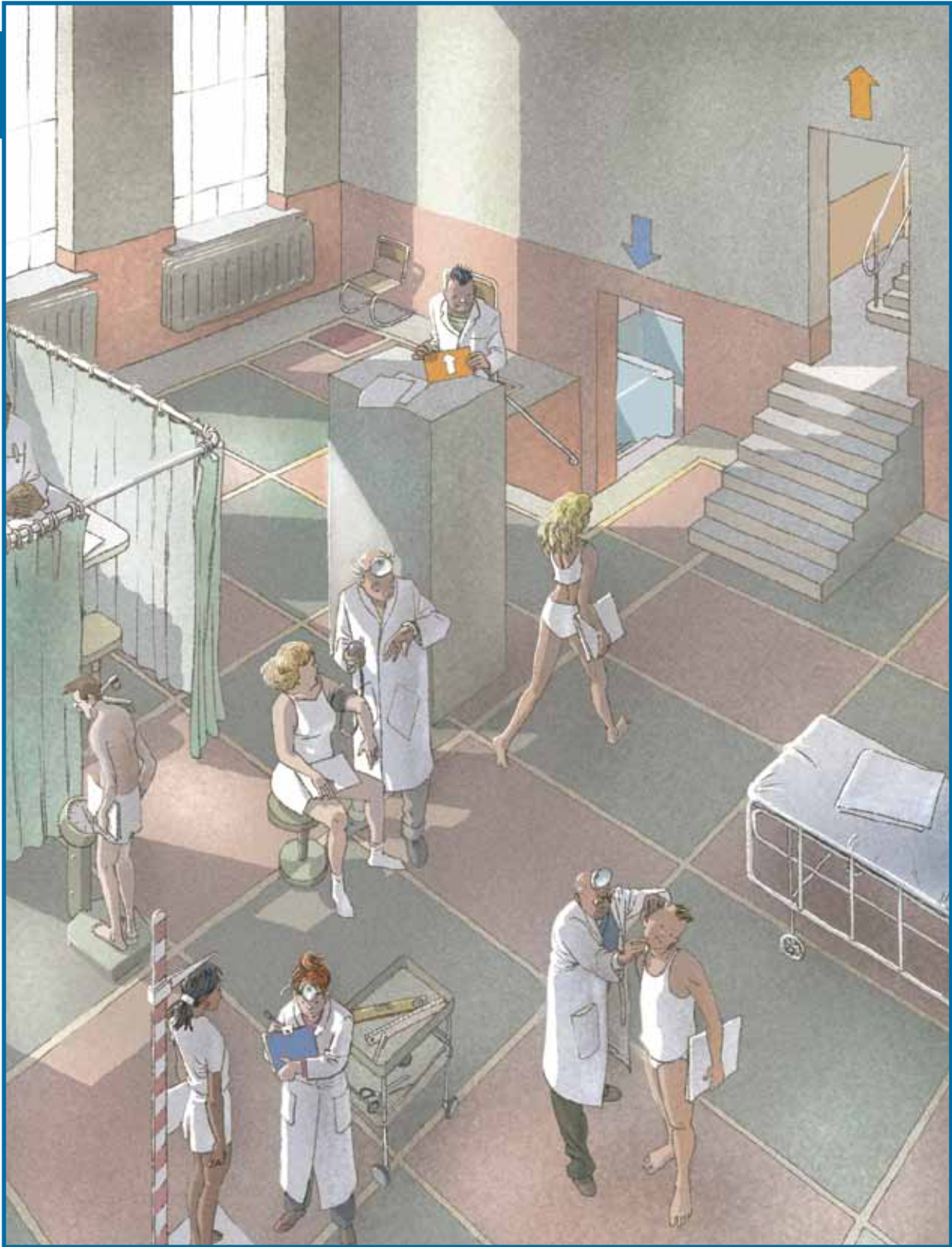
*TEMPORARILY IN NEED OF EXTRA HR SUPPORT?
SEARCH & SELECTION IS READY FOR THE JOB*

TEMPORARY HR PROFESSIONALS

HR professionals with proven qualities are immediately available to join your force. Search & Selection has a pool of experts and true HR consultants.

In need of support for a longer period? An in-house office to handle the inflow of CVs and the follow-up? A senior consultant supervises and evaluates our temporary HR employees in close cooperation with your company's HR manager.

We ensure the necessary continuity and strength in your HR management. By providing backup for the HR worker on secondment, your company can easily make an appeal to our other personnel services as well.



Fit for the job? Let's find out!

SELECTION & EVALUATION

THE NUMBERS TELL THE TALE.

SELECTION IS PART OF EVERY FULL RECRUITMENT PROCESS, BUT CAN ALSO BE OFFERED SEPARATELY. ARE YOUR CURRENT OR FUTURE EMPLOYEES FIT FOR THE JOB? DO THEY FIT IN THE WHOLE PICTURE AS IT IS OR AS IT SHOULD BE?

WITH THE JOB DESCRIPTION AND THE COMPANY CULTURE AS STANDARDS, WE START MEASURING WITH MODERN SELECTION AND EVALUATION TOOLS. SEARCH & SELECTION USES A MULTI-METHOD APPROACH, BASED ON RELEVANT TESTS AND CASES, DEVELOPED IN-HOUSE OR BY TOP SUPPLIERS WHO REGULARLY GIVE OUR CONSULTANTS UPDATE TRAINING SESSIONS. A STATE-OF-THE-ART TEST INFRASTRUCTURE IS ALSO AVAILABLE.

The company- and job-related competences serve as guidelines for the selection and evaluation of potential or current employees. These criteria are selected during an intake interview based on our competence model or the one used in your company. Our work method is generally built around six to eight crucial competences.

To objectively compare the candidate with the reference group, we carry out a thorough programme with highly reliable level- and function-specific tests in line with the latest standards.

In an assessment centre candidates are tested with a number of interactive exercises. Each skill is evaluated at different times with several diagnostic methods and in collaboration with different assessors.

A behavioural interview is the perfect benchmark. The experienced interviewer integrates all the information into an unambiguous report.

The ultimate goal is an accurate estimation of competences and motivations

The result is a reliable evaluation, written down in an individual report with well-grounded competence scores and a motivated final advice. It's a meaningful experience for candidates as well, because everyone is entitled to feedback.

*SELECTING THE RIGHT CANDIDATE FROM YOUR OWN RECRUITMENT POOL?
SEEK EXPERT ADVICE AND ASSESSMENT.*

PRESELECTION

Search & Selection evaluates candidates with a number of tools and on multiple times. Our first step is to check the candidate's CV and covering letter, based on weighted criteria. Sometimes a telephone interview can definitively establish whether or not the basic criteria are fulfilled.

A behavioural interview based on the STAR-method ascertains whether the candidate meets the necessary requirements. Applicants are asked to describe a Situation, their Tasks and responsibilities, the Actions taken and their final Result. This technique leads to a reliable candidate profile with a highly predictive value for job-relevant competences. A personality questionnaire is used to confirm those conclusions.

After the evaluations, we provide our client with a shortlist of all selected candidates, accompanied with their individual preselection reports and a strength ranking on request.

LET'S DETERMINE THE STAR-QUALITY OF YOUR CANDIDATE.

PSYCHOTECHNICAL ASSESSMENT

The psychotechnical assessment measures the candidate's skills, knowledge, intelligence, personality and job-related competences. A battery of tests from an acknowledged test supplier is created and customised to suit the specific requirements and level of the job.

Certified by major test developers, Search & Selection has both online and offline tests and surveys at its disposal. Individual or class testing is possible, in-house or on location.

Thanks to extensive and relevant sets of standards, Search & Selection can draw reliable conclusions from the test scores.

A competence-based interview verifies the results and explores them in depth: a successful interview technique. Our clients can rely on quick and clear reporting.

*MEASURING THE REAL VALUE OF YOUR TOP CANDIDATES***ASSESSMENT CENTRE**

How will the new employee react in a real situation and in the new working environment? The assessment centre is an excellent predictor of successful on-the-job behaviour.

For maximum reliability and objectivity, each job-relevant competence is assessed with several diagnostic methods. The behavioural interview and psychotechnical tests are complemented by simulation exercises: in-basket exercises, role-plays, analysis and presentation exercises.

In addition to its partnerships with acknowledged suppliers, Search & Selection also develops its own job-, sector- or level-specific cases, always based on the Search & Selection competence model or the one of the client.

An experienced psychologist integrates the conclusions into a report with an evaluation of each competence and clear final advice.

*AN OBJECTIVE SELECTION PROCEDURE: THE EXAM.***EXAMINATION PROGRAM**

Search & Selection coordinates examination programmes for the government and local authorities. A balanced programme guarantees fair and consistent treatment of all applicants.

Our first step is to appoint a multidisciplinary board of examiners who will draw up a suitable examination programme. A consultant is responsible for the programme content and supervises the examination.

A typical examination programme consists of a written exam combined with an oral and a psychotechnical test. The consultant gives advice on the work method and the optimal assessment methods. He/she takes care of the agenda, the administrative follow-up, the correspondence with the candidates and the final evaluation report.

Each score is accompanied with a clear explanation and a well-grounded conclusion.

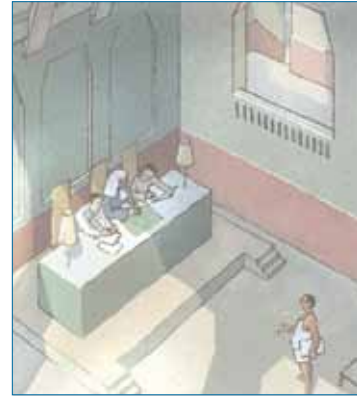
THE OBJECTIVE ADVICE OF AN INDEPENDENT SPECIALIST.

BOARD OF EXAMINERS

Our consultants sit on the board of examiners for selection and evaluation procedures at the government and local authorities.

They serve as guides in drawing up the interview guidelines during the preparatory phase, as independent advisors when drawing up the jury report and as consultants when stating grounds for the final advice, in close consultation with all members of the board.

As HR partner of the government, we have gained all-important experience in dealing with the aspects that are peculiar to this sector. As an external expert, Search & Selection assures a fair treatment, including when dealing with delicate cases.



WORKING TOGETHER TO ENSURE SUCCESSFUL MANAGEMENT.

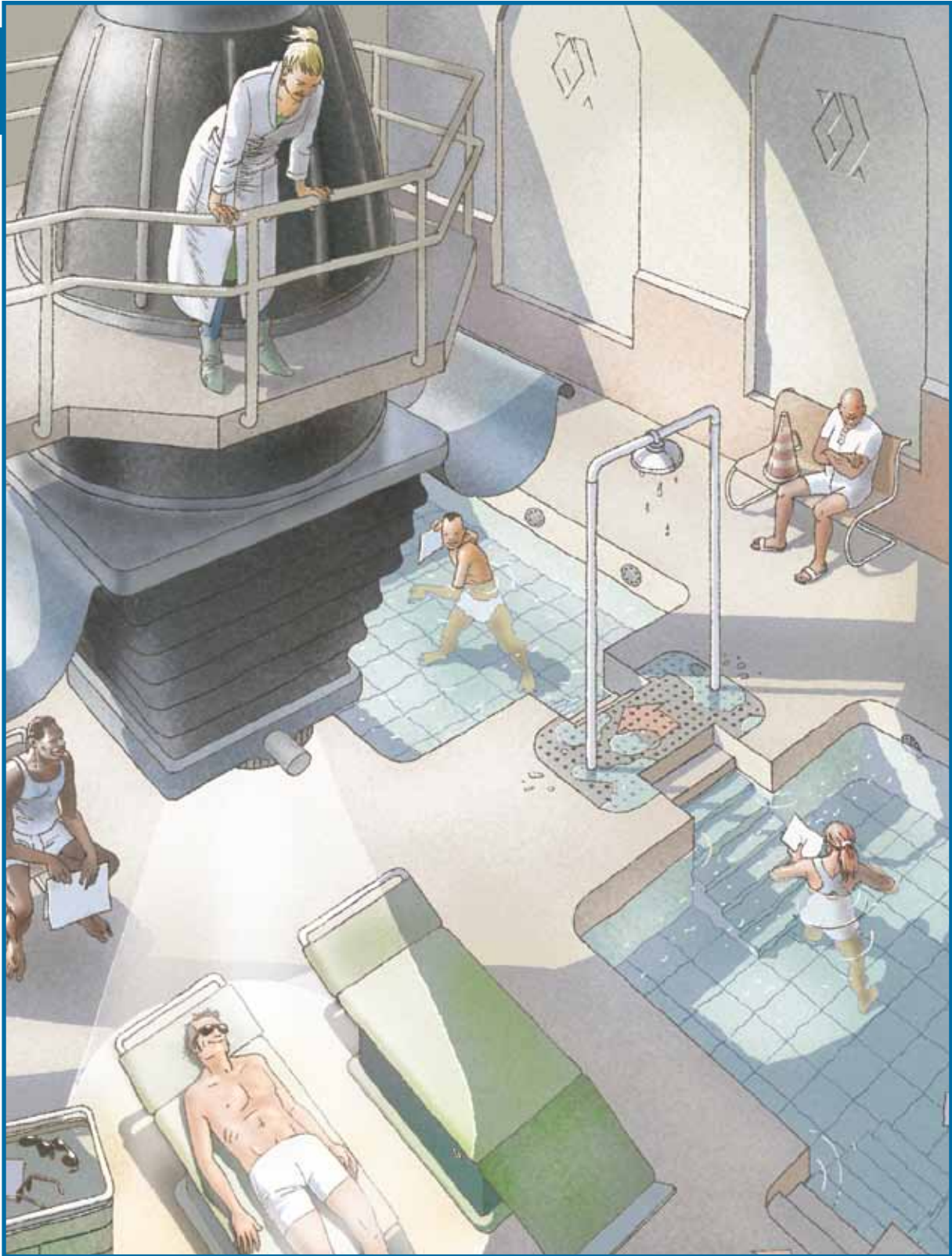
EVALUATION OF DEGREES DETERMINED BY DECREE

For local authorities, Search & Selection manages the evaluation of the degrees determined by decree, i.e. the secretary and the financial administrator. Our consultants carry out a reliable and comprehensive civil-servant assessment, the results of which are presented in the preparatory report for the evaluating board. But there's more...

Search & Selection can manage the whole evaluation procedure as an external moderator. We update job descriptions, give professional advice to set evaluation criteria, guide performance interviews and draw up reports.

We serve as a coach for the degree determined by decree, as a sounding board for the evaluators and as a point of information for all those concerned. The result is an objective and professional evaluation process open to further development.





Development can be the most natural thing in the world.

DEVELOPMENT

MAKING COMPETENCES AND OBJECTIVES VISIBLE.

WE WILL GUIDE YOUR EMPLOYEES ON HOW TO CREATE AND TAKE ADVANTAGE OF NEW OPPORTUNITIES. DEVELOPING TALENT AND STRUCTURE IS AN ESSENTIAL PART OF OUR SERVICES. A THOROUGH ANALYSIS MAPS OUT THE OPPORTUNITIES. THE OBJECTIVE: PUSHING INDIVIDUAL EMPLOYEES AND, CONSEQUENTLY, YOUR COMPANY AS A WHOLE TO A HIGHER LEVEL.

THE ORGANISATION- AND JOB-RELATED COMPETENCES SERVE AS A GUIDELINE. OUR INTERVENTIONS INCLUDE PERSONAL COACHING AND TRAINING AS WELL AS STRUCTURAL DEVELOPMENT, SUCH AS JOB DESCRIPTIONS AND WORKFORCE MANAGEMENT.

At the right time and with the right approach, developing is plain sailing. Competences are there to be developed.

A competence consists of multiple components: knowledge, skills, motivation, personality and cognitive capacity. An employee who lacks a certain competence can improve, but to what extent depends on which component is decisive. That's the one we will focus on.

Knowledge and skills are easier to develop than motivation and personality. Effective development advice is based on insight into the development potential of competences. Search & Selection has created a development index which is integrated into the Search & Selection competence model.

The development index shows to what extent a competence can be developed and which activities are best suited to that purpose. We are aware that each individual has his/her preferred learning style; our development

activities are therefore in line with that style and are selected with regard to functionality, so that your company gets a high return on investment.

Each individual has his/her preferred learning style. Our development activities are in line with that style.

By aligning individual and strategic objectives, your workforce teams up with you for maximum performance.

INSPIRING ANSWERS TO RELEVANT DEVELOPMENT QUESTIONS.

DEVELOPMENT CENTRE

Are your employees in the right seat? What are the other possibilities and positions within your company? What do they really want? To what extent can they still evolve? And how can you stimulate that development?

The development centre is the assessment centre's small brother, but it goes one step further. First we analyse where your employees stand today by mapping out their competences and expectations. Then we dig into their ambitions, motivation as well as their development potential.

The findings are written down in an individual, competence-oriented and practical development report which can serve as a guideline for you and your employee.

The development centre is offered as a one-day session. It can also include follow-up sessions in which the implementation is elaborated and guided.

MONITORING EMPLOYEES FOR OPTIMAL PERFORMANCES.

PERFORMANCE MANAGEMENT

Performance management is the cornerstone of modern HR management. Guiding, following up and evaluating are the most important aspects of the performance management process.

A common language is an essential condition. If necessary, we can provide an expert contribution by drawing up job descriptions, including competences, performance expectations and performance indicators, so that both the employee and the manager know what the objectives are, how they can be achieved, and on which criteria the employee will be evaluated.

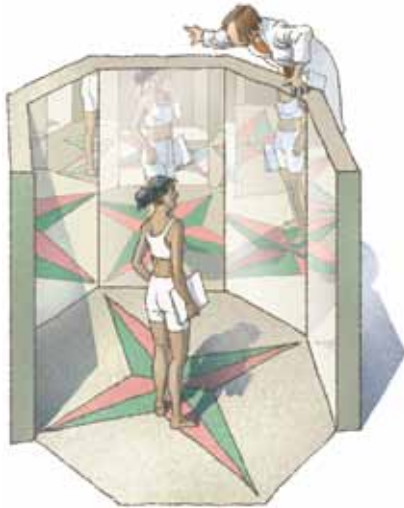
We guide the whole process by taking an active part in it. This means that we substantially upgrade the performance management cycle by providing clear structure, unambiguous communication and increased objectivity.

Managers can be trained in workshops in working with job descriptions in the process of evaluation and coaching.

The result is maximum performance improvement, on both the individual as well as the corporate levels.

GIVING EMPLOYEES AND MANAGERS INSIGHT INTO THE EFFECTIVENESS OF THEIR PERFORMANCES.

MULTISOURCE FEEDBACK (360°)



The development of the current human potential within the company is gaining importance. Employers are detecting and developing their employees' competences in order to increase their employability.

Search & Selection has developed an online diagnostic 360° (or 180°) tool which can be used to gather strictly confidential job-relevant information about an employee or manager.

We question a number of the employee's colleagues about his/her functioning and performances. The survey is based on the job description and concentrates on key competences and performance indicators.

The results of this analysis can be used as a starting point for a number of HR processes, for example to draw up a personal development plan, including points of action and follow-up schedules.

TALENTS ARE LOOKING FOR GOALS. LET THEM SET THEIR GOALS THEMSELVES.

INDIVIDUAL COACHING

There is no employee more motivated than the one who can pursue his/her own goals within the company environment.

On the one hand, we offer competence- and action-based coaching of employees within the company environment, e.g. after recruitment, promotion or job enrichment. Based on the information we gathered and in close contact with the employee, we draw up a SWOT-analysis and set personal development goals.

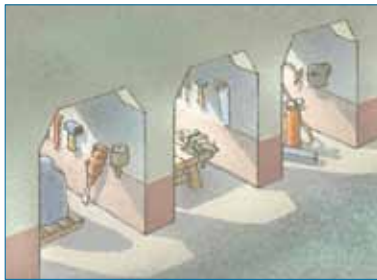
On the other hand, we offer executive coaching aimed at top managers. Our coach takes up the role of sparring partner on a variety of topics, on both the professional and the personal level, and the way they relate to one another.

The coach acts as a facilitator during personal coaching sessions. Through reflection and targeted questioning, the coach provides the coachee with valuable insights.

In short: a win-win situation with optimal employee development and maximum return for your company.

*THEORY MEETS PRACTICE***WORKSHOPS**

High relevance and a strong identity are the distinguishing features of our fully customised workshops, together with a meaningful theoretical framework and relevant interactive exercises. After all, the role plays will become a reality in your company. Groups of up to 15 people can take part in our workshops. They can take place at Search & Selection, at your facilities or on location.



The **Competence-based Interviewing workshop** introduces your recruiting personnel to a competence-based approach during the selection process.

The **Evaluating Employees workshop** starts from a number of basic insights into the structure, the frequency and the role of evaluations. Participants learn how evaluations can contribute to the development of competences and to stronger commitment.

In the **Leadership workshop** we explain the basic principles of managing employees on the work floor. Multiple dialogues help to improve self-knowledge and gain insights in order to effectively support and coach fellow employees.

*TAKE STOCK OF YOUR COMPANY'S MISSION, VALUES AND OBJECTIVES
AND CREATE A VISION FOR THE FUTURE.*

MISSION AND VISION

A strong corporate identity provides a sound basis for the successful development of your company and your employees. It also provides something to hold on to during times of change.

Search & Selection helps your company to develop its corporate identity: its mission, vision and strategic goals. These factors are inherently present in each company, but are often too vague or ambiguous. Our consultants guide and formalise this process of insight by creating a dynamic interaction between management, employees, customers and other stakeholders.

The mission and vision function as a compass for essential HR and development processes. They form the ideal foundation for the development of job descriptions, performance management and a coherent workforce. Furthermore, they make up an unmistakable instrument in the relationship with all stakeholders.

Search & Selection can also assist your company in translating its corporate identity into a strong employer brand, resulting in greater attractiveness towards job seekers and a closer bond with the current staff.

WORKING ON STRUCTURES

JOB DESCRIPTIONS

Are your job descriptions fit for your employees? Do you want your employees to succeed? Then fill them in on your expectations and on how they can be achieved.

The job description puts the employee's responsibilities and expected performances into words. These performance areas are elaborated with performance indicators. A competence profile makes it clear which competences are essential to succeed in the job. The competence profile is drawn up in close contact with all parties involved.

Search & Selection has developed its own functional methodology to update existing job descriptions or to draw up new ones. The result of the analysis is an objective and realistic guideline for the selection, evaluation and development of employees. The job description is the foundation of a coherent HR management.

BE READY FOR TOMORROW'S TALENT.

WORKFORCE PLANNING

The business environment changes rapidly. How much are yesterday's role models and competences worth today? And how do you prepare your company for tomorrow's challenges?

Clear structure, processes and a transparent organisation chart are the key elements of workforce planning. Each employee knows his/her objectives, who to report to and acts according to the company mission and vision.

A critical study of the organisational structure, the departments and job profiles is the first step to a redesign of the organisation chart, in accordance with changing external and in-company parameters. Thanks to face-to-face conversations with employees, we gather the necessary information and involve them in the change process. Job descriptions are updated and gaps are detected. We give development advice and guidance to the managers during the implementation of the new structures and processes.

The result is more effective workforce planning with coherent job responsibilities, clear commitment and a vision for the future.

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