

# PositionSmart Brief



Exclusively for the smart business leader!



## WHO WE ARE

PositionSmart is South Africa's premier provider of Talent Search services. We have a passion for improving our clients' businesses through the acquisition of human capital, and believe in tailoring our service levels to the unique needs of each client and situation. 'Talent Search' allows us to reduce hiring cycle times and recruiting costs whilst maintaining the quality of our services. We take pride in being a 100% black owned **[BEE Level 3 Status]** Consultancy firm which aims to provide pre-eminent services and expertise to our clients.

## OUR KEY SERVICES OFFERING:

- ✚ Headhunting Specialist Skills.
- ✚ Permanent placements.
- ✚ Temp and Contract Staffing.
- ✚ Outsourced recruitment process including interview and selection process.
- ✚ Response Handling.



Our focus is Executive Level Placement and head hunting of specialists in the following areas: Supply Chain Management, Metallurgical, Chemical, Electrical, Mechanical, Mining Engineers, Surveyors, Construction Project Managers, IT Project Managers, Business Analysts, Management Consultants, Chartered accountants and ICT Gurus etc.

PositionSmart believes that the most productive model is one in which we partner with both our clients and candidates.

## **OUR MISSION:**

**PositionSmart** partners with both client and candidate, delivering talent that is critical to our client's growth and profitability and the achievement of business leadership status for both.

## **OUR VALUES!**

In PositionSmart, we strongly value our people and their respective values and beliefs. We strive to build a culture that:

- ✚ Respects the diversity of our society and the aspirations of individuals and the company
- ✚ Encourages growth and development of individuals and the company
- ✚ Promotes excellence in everything we do
- ✚ Proactively seeks to optimize positive social impact in everything we do



## **CORPORATE SERVICES**

For organizations, PositionSmart is much more than just a supplier, it's a business partner. We understand that for PositionSmart to thrive, we need our clients to thrive.

As a leading recruiter, we deliver the best source of quality candidates that our clients would naturally expect. This is achieved by:

1. Advertising your jobs on our website and various other media we use to advertise our services.
2. Emailing your jobs to suitable candidates
3. Alerting candidates to your jobs by sms text messaging
4. **(FUTURE)** Providing you with a searchable database

## **Value-add services:**

1. Alerting you when a suitable candidate registers their CVs
2. Interviewing all suitable candidates for you so we forward to you only the cream of the crop (skill and behavioral)
3. Doing thorough background and credit reference checks on candidates.

## **CANDIDATE SERVICES**

PositionSmart offers packaged services to its candidates that allow them to not only register with the agency, but to also have a competitive advantage on the market. These services have also allowed us to attract top notch candidates for our profile database.

The following is a list of services we offer:



### **1 PositionSmart Executive Network**

This service is centered on the networking potential of the internet and its importance in business. It is an interactive network of business executives where they get to meet and discuss business economics and form contacts.

### **3 Interview preparations**

PositionSmart offers its candidates three sessions training on gaining interview confidence, using business language and appropriate dressing for interviews. This service prepares our candidates and develops their confidence in pressured situations.

### **2 Mentorship programmes**

This service primarily focuses on linking willing ambitious graduate students to our PositionSmart Executives who will mentor them in their areas of interest. We have designed a programme that does not pressure our busy executives as it is built mostly around their own diaries. We fill it is our responsibility to help those who are entering the industry to have a much easier entrance into their chosen trades and to assist them in becoming tomorrows leaders.

## **Why PositionSmart**

- ✚ With our Recruitment Process, a client is guaranteed of a candidate who matches their culture as well as the job opening thus reducing churn within the organization.
- ✚ We partner with our clients and add value to their recruitment processes as well as to the applicants through the several programmes that we run with our affiliates.
- ✚ We offer cost-effective solutions to our clients
- ✚ We are committed to quality and believe in continuous feedback and constant communication

- ✚ We are a BEE certified organization [**BEE Level: 110%**]
- ✚ We have the expertise to source the “job fit” caliber of candidates.
- ✚ We are proudly empowering our nation.

## OUR PEOPLE

PositionSmart attracts leaders. Individuals with an extraordinary combination of attributes. Because our people are the nucleus of our business, we thrive to create an atmosphere that is community biased; one that allows a work/life balance. In PositionSmart we believe that to grow as a company we have to grow our people. This insight is behind our efforts to keep our people fulfilled and committed.



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# OUR RECRUITMENT PROCESS

## L.O.A. 1:

**Detailed Job Spec**  
 - We send client a **Service Agreement**.  
 - Client sends Job Spec and a **signed Service Agreement**.

## L.O.A. 2:

**Profile Match**  
 - We match the job spec to our profiled candidates (captured profiles)/ **[over 13000 CVs on our database and growing]**

**Advertise job**  
 - advertise the job spec in different media  
 - Newspaper, internet, local bulletins etc  
 - **branding** of client in adverts

**Telephonic Interview**  
 - availability of candidates  
 - schedule for live interview

**Live Interview (Consultant)**  
 - screen candidates (skills and personality)  
 - do a DISCUS profile (on request)  
 - carry out checks (Work Background/ID and Licence)  
 - Furnish our best 3/5 profiles to client

## L.O.A. 3:

**Interview (Client – Candidate)**  
 - Client selects candidates for interview (feedback and dates)  
 - Client performs interviews  
 - Feedback

**Ref Checks & IQ and Personality Testing**  
 - We conduct Ref Checks (Criminal/Credit/Certificates) on client's request. (Optional for client)  
 - We carry out IQ and Psychometric Tests on candidate (on request)  
 - Present Reports to Client

## L.O.A. 4:

**Offer**  
 - Client proposes offer to applicant  
 - Negotiation  
 - Signing of offer

## L.O.A. 5:

**Employment**  
 - Applicant commences employment  
 - We invoice the client

## L.O.A. 6:

**Payment and Guarantee**  
 - Applicant under guarantee  
 - Client pays PositionSmart as per Service Agreement  
 - \* Applicant goes for a PositionSmart sponsored Personal development programme

## Definitions

**L.O.A:** an acronym we adopted in PositionSmart to identify the different levels of activity at each step of our process. (Level of Activity)

**Branding:** When we advertise a vacancy, we include some background profiling of our client (including graphics). This makes our clients more visible.

\* Terms and conditions apply.

### Service and Rates Definitions

We offer our clients professional services at very affordable rates:

#### Quick Rate Card

Annual Package	Research (Long List)	Headhunting (Short List)
	We provide client with cvs and/or details of candidates that meet the brief provided by client. Note these cvs have not been short listed.	We search and shortlist candidates through interview sessions and then provide client with shortlisted cvs. As an additional service, we can carry out Qualification, Credit and criminal checks and present you with the results.
Up to R119 999	Retainer of R13 500 plus 1% CTC	Retainer of R13 500 plus 2% CTC
R120 000 to R249 999	Retainer of R15 000 plus 1% CTC	Retainer of R15 000 plus 2% CTC
R250 000 to R 399 999	Retainer of R17 500 plus 1% CTC	Retainer of R17 500 plus 2% CTC
R 400 000 to R799 999	Retainer of R20 000 plus 1% CTC	Retainer of R20 000 plus 4% CTC
*R800 000 +	Retainer of R30 000 plus 1% CTC	Retainer of R25 000 plus 4% CTC

**Please complete the Assignment Form below and fax or e-mail it back to us together with your Job Description.**

## **Assignment Form**

Please read our terms document and then complete this form and send it back to us.

1. Services: PositionSmart agrees to provide the Client with qualified candidates for each open position to which this Agreement applies.
2. Payment Terms: Client agrees to pay PositionSmart the full invoice amount within 30 days of issuing of invoice.  
\*The total invoice is calculated on the basis of a percentage of the employee's total cost to company.
3. Amendment: This Agreement may be amended or modified only by written agreement signed by the parties hereto and any attempt at oral modification shall be void and of no effect.
4. Guarantee: PositionSmart's guarantee ensures that the client will receive resumes that meet the criteria of the job description provided by the Client. Job descriptions are self-generated by the Client.
5. Miscellaneous: If any provision of this Agreement is found to be invalid by any court having competent jurisdiction, the invalidity of all or part of such provision shall not affect the validity of the remaining terms and conditions of this Agreement. Neither party can assign or transfer its rights or obligations under this Agreement without prior written consent of the other party, which consent shall not be unreasonably withheld.

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FAX THIS COMPLETED FORM TO 086. 6651. 778**

## **WHERE TO FIND US**

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2021

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