



## Professional Staffing

IMSI develops partnerships with growing companies as a Master Staffing Supplier and is responsible for the professional, technical and management recruitment needs. Companies are increasingly driven by cost competitiveness and outsourcing strategy to seek a master staffing partner with the following benefits:

- Single point of contact for company.
- Responsible for collecting internal requirements & external sourcing.
- Streamlined quality process and timeliness of candidates selected and hired.
- Better match between position specifications/descriptions and candidates.
- Potential candidates appreciate single source, clear communication and quick response.

## Why IMSI

- 20 years of experience.
- Streamlined procedures and state of the art systems in place.
- 20,000 active resumes in database.
- Global capabilities for worldwide locations.

## Staffing Process/Procedures

Our Staffing Process is described in the five steps below:

Step A	Step B	Step C	Step D	Step E
Receiving Order	Search for Qualified Candidates	Pre-Screening Candidates	Submitting Candidate	Client Interview & Job Start

### STEP A: Receiving Order

- Receive job order, job description from client. Obtain clarification if needed.
- Log job into IMSI database.
- Post job in selected job-boards/portals, IMSI website, newspapers, and technical publications.

### STEP B: Search for Qualified Candidates

- Conduct search in job-boards based on job responsibilities, skills required/preferred and degree/certification requirements. Also search IMSI's recruitment database (includes candidates already met and screened) and referral sources.
- Prepare short list of potential candidates to be contacted.

### STEP C: Pre-Screening Candidates

- Contact candidates and do pre-screening (verify degree, training, and experience on resume).
- Verify specific skills, including required and preferred position skills.
- Record discussion notes in recruitment database.
- Prepare final qualified candidates. Schedule candidates for final interviews. Answer questions and discuss details not covered during telephone discussions. Discuss position specifics.
- Conduct background verification including reference checks, degree verifications, residence, and job verifications.

### STEP D: Submitting Candidate

- Fill out profile and format resumes for client submittal.
- Follow up with client to give verbal clarifications and answer any questions.

### STEP E: Client Interview & Job Offer

- Set up client interviews to meet with selected candidates.
- Follow up with candidates and client to see how interview went.
- Contact candidate and make offer for successful candidates.
- When candidate accepts, coordinate start date.

