



OUR MANTRA 'To exceed expectations.'

ABOUT

Career Quest HR Services is an executive search and recruiting firm founded in the year 2012, having its registered office in Chandigarh. We help you...

- Change the way businesses like yours recruit people.
- Find exact manpower match for your company.
- Identify the best talent for roles across various levels in your organisation.
- Maximise potential of your human capital through tried-and-tested recruitment solutions.
- Optimise your HR processes in a holistic way.
- Tackle the challenge of retaining personnel.

CORE VALUES

- 1. Quality:** We are committed to delivering qualitative excellence and believe in building mutually-beneficial business relationships based on truth and confidence.
- 2. Punctuality:** We make deriving mutually-agreeable time frames from our clients, and subsequently meeting deadlines through timely execution, the benchmark of our work strategy.
- 3. Adaptability:** We inculcate speed and adaptability towards change as core elements in our work culture. We adapt latest techniques of screening so that we precisely reach out to a candidate best suited to a client's requirement.
- 4. Reliability:** We as a team have strong values and business ethics. We strive towards best and fair practices in everything we do.
- 5. Confidentiality:** We maintain utmost confidentiality of the employer's needs and the candidate's profiles as a basic norm of our business.

RECRUITMENT SERVICES

- We are an executive search firm that thrives on the rich experience of senior corporate professionals from diverse industry backgrounds.
- We serve as a 'single window stop' for all your manpower requirements, right from Entry Level to Top Management.
- Our approach starts with partnering with the client in talent requirement, talent identification, final placement and further follow-up for a perfect match of the candidate for the client organisation.
- Our selection process is based on a structured and systematic approach, which can be categorised into three phases:

STEP 1: PLANNING

- Understanding the client organisation with regard to existing business activities, organisational structure, culture and future growth plans. This helps us in understanding recruitment needs of the client.
- Mapping position-specific competencies including job title, principal accountabilities, key result areas (KRAs), reporting procedures and supervisory relationships, working conditions/ environment, job specifications, compensation package, location and other necessary details.
- Developing a sourcing strategy that draws a target list of appropriate industries and/or companies from which to recruit, and further utilising our network, along with our database to develop a list of most promising candidates for recruitment within all parameters defined for recruitment.

Step 2: IMPLEMENTATION

- Preliminary interviews: We select the potential candidates on the basis of prior work experience, qualifications, strength and weaknesses, and the ability of the candidate to fit into the work culture of the client organisation. The potential candidates are contacted and interviewed to find out their interest and suitability. The shortlisted candidates are then sent to the client for interview after informal reference checks.
- Client interviews: After the informal reference checks, we schedule a meeting between the short-listed candidates and the client. We ask both the client and the candidates for feedback after every interview.
- Formal Reference Checks: After client interviews, we conduct a formal reference check for the selected candidates. Our recruitment consultant contacts individuals/companies who are capable of providing details of the candidate's qualifications, work ethics and other relevant feedback. The comments made by these references are then shared with the client for review.

STEP 3: CLOSURE

- Negotiation and Offer: We actively participate in the negotiation process, including compensation. Both the client and the candidates draw on our in-depth knowledge of market compensation and benefits in order to discuss, and plan a competitive and equitable package.
- Pre and post follow-up: We understand the importance of follow-up/progress phase. So we keep in touch with the candidate until the time he/she joins the company. After the successful candidate joins the specified job, we keep an ongoing dialogue with both the candidate and the client. This onboarding process ensures a smooth induction of the candidate into the organisation.

METHODOLOGY: CORPORATE TRAINING PROGRAMMES*

- Identifying the training needs.
- Preparing sector or industry-specific training programmes.
- Executing training sessions for all levels of employees.
- Evaluating the training programme efficacy.

*Our experienced trainers have expertise in a magnitude of themes including Behavioural, Functional, and Personality Development Sessions. All Trainings are completed as per standards defined using necessary teaching material and aids. The onus for the entire learning process and its evaluation, in terms of business results, lies with the trainers.

TEMPORARY WORKFORCE SOLUTIONS

We provide trained and skilled professionals for fixed-contract periods. This provides an excellent opportunity for the client to control their head count and ensure just-in-time recruitment for critical projects without the overheads associated with full-time employment.

DOMAIN (SECTORS WE CATER TO):

- Information Technology
- Retail
- Telecommunication
- Consumer & Services
- Financial Services & Consulting
- FMCG
- Banking & Insurance
- Automobile
- BPO & KPO
- Manufacturing & Processes
- Life Sciences & Healthcare
- Real Estate
- Media, Advertising & Communication
- Hospitality