



Transforming Information into Results-Oriented ACTION!

"Approximately 76 million baby boomers will be leaving the workforce in the next 3 decades.."

"Can you afford to not acquire the best talent out there?"

"Recruitment, Selection, Retention and Development will be the keys."

Comprehensive Search Services for Employers

- 1. Assessment, Planning and Research**
- 2. Defining the Job Order**
- 3. Locating and Approaching a Qualified Passive Candidate**
- 4. High-tech recruiting sources**
- 5. Candidate pre-qualification**
- 6. In-Depth Reference Checks and Degree Verification**
- 7. Preparing the Candidate for Presentation**
- 8. Make Offer and Gain Acceptance**
- 9. Follow-Up With Candidate and Company**

1. Assessment, Planning and Research

We will first take the time to understand you and your company, its culture, the type of people that fit in with your staff, and learn the unique benefits that will attract quality candidates to your organization.

2. Defining the Job Order

We will take the time to understand what is required to do the best job; the background, education, skills, and qualifications desired in order to develop a very targeted search for your ideal candidate.

3. Locating and Approaching a Qualified Passive Candidate

To develop a list of qualified candidates, we will do extensive research to identify the universe of companies where your candidates are most likely to be employed. We draw upon a variety of sources in this stage to ensure accurate coverage, consisting of targeted competitors' names, locations, and phone numbers. Any key information that you request may be added as well. Plus, we receive vital support from a nationwide network of recruiters who work together to assist each other for the quickest possible placement of qualified candidates. We may already have someone within our network that is actively searching for the right opportunity. If not, we will focus our attention by conducting a targeted, nationwide search to cases, a surer, quicker hiring process, thereby enabling your company to achieve its necessary project and production goals – and your ultimate objective – higher profit.



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*"Make sure your
organization doesn't
miss the boat."*

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4. High-tech recruiting sources

We work with software that simultaneously searches through 1.7 billion Web pages for pertinent information about passive candidates (those not actively looking for a job) and filters through high-level resume banks with a single click. We use advanced internet search techniques and use networked software that gives us access to a multitude of openings and candidates and that just scratches the surface. We are constantly looking for the best practices (both traditional and high tech) to find the best candidates and the best job orders

5. Candidate pre-qualification

We will speak with a large number of candidates who are qualified for your opportunity. We will conduct extensive interviews with these candidates, exploring their backgrounds, reasons for leaving, current compensation package, etc. Only those candidates who are ready to move from their current company will be presented to you.

6. In-Depth Reference Checks and Degree Verification

We conduct confidential reference interviews with former employers, supervisors and associates, and verify the educational background of the candidate.

7. Preparing the Candidate for Presentation

Most experienced and highly qualified employees are great at their jobs – but not good at interviewing. For that reason, we will coordinate the interview schedule, review with the Candidate the reasons why he or she should consider working for your firm rather than your competition, and then help them prepare to present themselves in a professional manner.

8. Make Offer and Gain Acceptance

We will help Candidates skillfully handle their resignation from their previous position, then debrief them after the interview to answer any additional questions or concerns he/she might have when making a career change. It is our responsibility to deliver the selected candidate to our client organizations!

9. Follow-Up With Candidate and Company

After employment has begun, we consider it our duty to speak with Candidates and client organizations regularly, to help identify potential problems and find solutions.