

Personnel recruitment:
We know which employees are
tailor-made for your company.



Your employees are the foundation of your company. They contribute significantly to the success of your company through their specific specialist knowledge and personal dedication. A change in personnel presents a great challenge. The balance must be found between losing the least possible know-how and gaining many new ideas. The new employees should also fit into the existing team and complement it appropriately. The suitable key employee is a pathfinder for innovation and the future success of your company, and works in a targeted manner according to your business strategy. This is why the recruitment of the right employees is of such importance.

By choosing ProPers, you will take on a competent team with many years of practical experience in national and international human resource management. We are the people to turn to for the recruitment of qualified personnel and executives. We will be pleased to assist you through the use of our excellent contact network and our structured and methodical procedures. Thanks to our individually supervised pool of candidates, your vacancy will be filled quickly and by the most appropriate person.

Working in cooperation with your company, we will create exact job specifications for your key positions, define «must» conditions, and complete the entire recruitment process efficiently and cost effectively. Following personal interviews with the applicants, we will present you with the most suitable candidates. You will receive individually prepared dossiers from us which include background information on the personalities and potential of the top candidates. Our transparent procedures and efficient processes protect against false expectations and hasty decisions. You will always receive a clear and comprehensive decision basis from ProPers.

Our personnel recruitment service includes the following components:

Preparation of job specifications / requirement profiles

- We help you define your «must» requirements and prioritise your «wish» requirements.

Non-binding applicant proposals from our pool of candidates

- Our applicant proposals are targeted to fulfil your requirements and the demands of your vacancy.

Preparation of job advertisements / creation of a media plan

- Our professionals will prepare promising job advertisements and organise the entire media presence including the use of our network.

Applicant correspondence

- We respond to every single application. Each candidate will receive a reply to his/her application.

Careful preselection / interviews

- The applications are sorted according to the predefined criteria, and initial interviews are carried out. Dossiers prepared by us provide standardised information on the most interesting candidates.

Suitability tests / assessments

- We will, if required, carry out suitability tests and organise assessments.

Job start and probationary period support

- Following the successful filling of the vacancy, we will carry out various interviews with the new employee in accordance with your requirements.

«Try & Hire» concept

- You may wish to employ a candidate on a temporary basis at first, with the option of a permanent position at a later date – take advantage of our attractive «Try & Hire» concept.

Your advantages:

- You **save time** and reduce the workload for you and your management team involved in the **time-consuming task of personnel recruitment**.
- You **reduce costs** because we will help you find qualified personnel without having to use expensive advertising campaigns.
- You can **search anonymously** so that no one, either internally or externally, knows anything about it.
- You benefit from **flexible employment possibilities** which take into account the often unpredictable human resource requirements.

Thanks to our contacts and our good nose, you will **gain competent personnel** who fit your team.