



Recruiter Training - Course Description & Outline

Ask any recruiter and they'll agree that the most difficult aspect of hiring good, talented people is getting them to be open to hear your pitch in the first place. HTC Research pitches opportunities to over 500 candidates a day. We are experts at getting candidates to return our calls, getting all of their background history, compensation, home number and e-mail address, all before we even tell the candidate the client company's name. HTC Research provides the ONLY sourcing/research training in the world. We teach you skills that will increase your candidate flow by as much as 50%.

How the training works:

The trainee will bring their current job orders or job requisitions to the HTC office on Monday morning. Day one will be spent with a Certified ART, Advanced Recruiter Trainer, going over the psychology of words in a conversation with candidates, company structure by department, job titles, and technical buzzwords for their industry and phone skills. The rest of the week will be spent going over the step-by-step processes involved in identifying candidates for their job openings. The trainee will get "hands on" experience by being on the phone for 2 to 4 days making calls on their projects. Each call will be closely monitored, recorded and reviewed later with the participant. This is a key element to the training that gives them real time feedback and corrects their mistakes immediately so that new habits can be learned. This ensures the training they receive sticks with them long after they complete the course. Another key element to the training involves how to work with research and how to use it effectively.

HTC will designate a workstation with a web-enabled computer, a telephone, and voice mail system, and additional HTC database tools to each trainee. The training process will be the same as training an HTC Research employee, only the trainee will work on their own projects rather than on HTC projects from other Clients.

Training outline:

Profiling

- The voice mail message you should leave that will actually have them call you back.
- Getting a Senior Executive to take your call.
- Getting a Senior Executive to call you back.
- Using your first 20 seconds of the phone call to get the candidate interested.
- Being in control of the conversation.
- Playing poker, don't show your hand (your opportunity) until you see the candidates' first.
- Getting the candidate inside your backyard (make sure they're interested).
- Let them in the house (interview) only after you've done this critical step.

Specification

- The ABC's of getting compensation information every time.
- Getting referrals.
- What the candidates really wants to know.
- What the candidates really wants to hear.

FAQ's about using research

- Why buy research?
- Where to get the research.
- How to be laser focused, yet hit the right target.
- How much research do you need to make a hire.
- Costs per hire.
- How to get the most out of your research.
- How long should it take.
- How to sell the research concept to a manager.
- Working on a tight budget.
- What your researcher needs for you to be successful.

Training your hiring manager

- How to find out what type of candidate your manager "really" wants and needs.
- Getting the right requirements.
- What is a qualified candidate, really?

Sourcing Tools: How to find target companies for your research using the following:

Internet Databases

CD-ROM Databases

Databases

Resume banks

HTC's ART, Advanced Recruiter Training gives the participant unparalleled access to the processes and procedures that have allowed HTC to excel in passive candidate research. This training will fully prepare each participant in contacting candidates, qualifying them for interest and for skill sets and getting the candidate to the interview, as well as how to take a job order effectively and efficiently so it will have the best results through passive candidate research methods which are taught in the course.

HTC will provide all the tools necessary to ensure their successful completion of this program. This includes unprecedented access to HTC's proprietary candidate database which houses over 150,000 candidates and access to a top staff of Certified Name Generators and Profilers who are continuously updating the database on a daily basis.

Contact Information

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