



Services

Service	Options	Description
Initial Client Contact/Discuss Needs	Client & weScreen4U	Fact find meeting. Determine client needs vs. weScreen4U capabilities
Create Job Description (Duties/Accountabilities)	Client	weScreen4U to assist as requested (i.e provide comment)
Create Job Profile (JAX)	Client & weScreen4U	Client to complete 3 JAX, weScreen4U to process & facilitate consensus
Create Candidate Profile	Client & weScreen4U	From JAX results + from client provided info (i.e.skills, knowledge, experience etc.)
Create Recruitment Ad(s)	Client &/or weScreen4U	Discuss with & obtain client approval prior to usage
Place Recruitment Ad(s)	weScreen4U	Determine target markets, obtain pricing info, place ads etc.
Conduct Client Interviews (ie. 'key' employees)	weScreen4U	Helps to gain broader & deeper understanding of client's business/needs etc.
Develop Telephone Interview Script	weScreen4U	Discuss, finalize with client prior to usage
Develop Panel/1:1 Interview Questions	Client &/or weScreen4U	Discuss with & obtain client approval prior to usage
Create Interview/Candidate Evaluation Criteria	Client	weScreen4U to assist as requested (i.e. provide comments)
Receive Resume Responses	weScreen4U	By email, fax or letter
Review, Evaluate, Rank Resumes	weScreen4U	Client to retain resume ownership
Acknowledge Receipt/Status of Each Resume	weScreen4U	Do this if requested (Positive PR)
Conduct Telephone Screen Interviews	weScreen4U	Includes call backs, interview, status update(s) etc.
Refer Candidate(s) for Client Interview(s)	weScreen4U	Recommend 3 - 5 applicants for initial face:face interview
Conduct Initial Face:Face Interviews	Client	Short list 1 - 3 final candidates
Conduct Face:Face Interviews	weScreen4U	Done at the request of the client. Assume 1 hour/interview + charge expenses
Test Final Candidates (OMS)	weScreen4U	Results link to the Job Profile (JAX) - i.e. assists in measuring 'job fit'
Reference Check Final Candidates	weScreen4U	Perform 2/candidate. Written results to be provided
Assist with Offer Preparation/Negotiation	weScreen4U	Assist as required