

professionalizing **HR**



SERVICES AVAILABLE

- **OUTPLACEMENT**
Our proven approach helps transition administrative, mid- and high-level individuals into new career opportunities.
- **PERFORMANCE MANAGEMENT**
Our specialized performance management approach helps business leaders optimize employees and the organization.
- **SEXUAL HARASSMENT**
We are particularly adept in implementing sexual harassment prevention programs.
- **HR POLICY DEVELOPMENT**
We work with clients to develop policies and procedures by benchmarking best practices within the HR field.

Our Proven Approach to Successful Job Searches

1. We conduct a career assessment with each client, which helps them understand their career options as well as the work environment for which they are best suited.
2. We help candidates outline a career path that most closely matches their personal and professional goals. For those individuals who are well established in their particular field, this will be a relatively easy process. For others, who may be considering a complete career change, this process will be more difficult and more involved.
3. We work with candidates to develop clear, concise and effective resumes. Because so many prospective employers use electronic databases to categorize and search resumes, we understand the importance of including key words and phrases in our clients' resumes.
4. We understand that often the best jobs are those that are not posted. We work with candidates to help them develop a strategy for approaching firms that may not have an actual job posting. We show candidates how to approach these firms, and how to market themselves once they get a foot in the door.
5. We ensure that all of our clients have proper interviewing and communication skills. One of our particular areas of expertise is showing candidates how to most effectively highlight their skills and experiences, and negotiate salary and on-boarding in the workplace.
6. We provide ongoing job search coaching for candidates. The purpose of coaching is to encourage our candidates and keep them focused on their job search, which minimizes the likelihood that they will become discouraged and disheartened.