



2024

# Recruitment Portfolio

Building High-Performing Teams:  
Your Partner in Talent Acquisition



*Hello and Welcome to my Portfolio!*

With 17+ years of global recruitment expertise and Human Resources management experience across three continents, I bring a wealth of knowledge to finding the perfect candidates for your Company. As a trilingual professional, I am skilled in connecting with diverse talent and facilitating seamless communication.

Specializing in hard-to-fill positions, I am successfully serving Fortune 500 companies as well as seeded start-ups. Managing LinkedIn groups with 40,000+ followers and providing a unique opportunity to tap into a diverse talent pool.

Over the course of my career, I have facilitated the onboarding of an average of 170-200 professionals annually, resulting in thousands of successful placements.

I would like to share with you my step-by-step recruitment process, which is designed to be transparent, easy to understand, and provide you with all the necessary details for our future collaboration.

## 1 Goal Alignment and Agreement Discussion:

In this crucial step, I prioritize effective communication with key stakeholders, including Hiring Managers, Internal Recruiters, HR professionals, and decision-makers. Through insightful discussions, I gather essential information to define clear recruitment objectives.

Our open and transparent conversation extends to discussing fees and ensuring a transparent and fair financial arrangement. We establish a detailed timeline and robust reporting structure to ensure efficiency. This proactive approach helps manage expectations and enables timely progress.

## 2 Job Analysis and Description:

In this collaborative stage, we will work closely together to conduct a thorough job analysis and create a captivating job description. By delving into the role's responsibilities, required qualifications, and desired outcomes, I will develop a compelling and accurate JD – so it will not only emphasize the essential requirements but also highlight your Company's values and culture, resonating with candidates who align with these aspects.

Your full transparency and collaboration throughout this process will greatly contribute to our success in crafting accurate and compelling job descriptions. I may ask questions that may initially seem unrelated, but they help me understand the nuances of the role. You will have final approval authority to ensure the job description aligns with your expectations.

## 3 Sourcing Strategies:

Utilizing LinkedIn, my network, Discord channels, and specialized forums, I employ Boolean and X-Ray techniques to actively source candidates. With a focus on passive talent, which accounts for up to 90% of successful placements, I engage with professionals who possess the desired skills and experience. A

Additionally, I excel at headhunting, reaching out to highly qualified individuals who may not be actively seeking new opportunities. Through targeted job advertising, we maximize candidate reach and attract a wider audience. By incorporating these strategies, including passive candidate engagement, headhunting, and targeted job advertising, I ensure a comprehensive and multifaceted approach to sourcing top talent.

#### 4 Screening Candidates:

During the candidate-screening phase, I will meticulously review each resume and application, assessing qualifications, relevant experience, and alignment with job requirements. I will conduct thorough initial interviews using behavioral and situational questioning techniques to evaluate communication abilities, problem-solving skills, and cultural fit.

Next, I will present a long list of selected candidates, providing detailed profiles for your review. This will include highlighting their skills, experience, and qualifications. With your input, we will then proceed to shortlist the most promising candidates who best match your specific needs and preferences.

#### 5 Interviews:

During the process, I will conduct in-depth interviews using techniques like WHO and SMART to assess candidates' qualifications, skills, and fit for your particular needs. I will gain insights into their capabilities and alignment with your criteria through behavioral and competency-based questions.

I am certainly able to adapt your interview approach to the specific needs of each Client and position. I will furnish a detailed report on each candidate, highlighting strengths, areas for development, and overall fit. Once additional interviews are in sight, I will coordinate logistics and ensure preparedness for all parties involved.

#### 6 Offer Negotiations and Onboarding:

During the offer negotiation stage, I will employ effective strategies to facilitate productive discussions and address any potential issues that may arise. I will carefully consider both your requirements and the candidate's expectations, aiming for a mutually beneficial agreement. Should unexpected issues arise, such as counteroffers from the candidate's current employer or other competing job offers, I will navigate these situations with you.

We will evaluate options, mitigate risks, and devise strategies to secure the candidate's acceptance of your offer. If you prefer, I can handle the necessary paperwork and coordinate the process, ensuring a seamless onboarding experience for the selected candidate. Alternatively, if you have an HR team in place, I can facilitate the smooth handover of the selected candidate to them.

7 Post-Placement Follow-up:

As part of my commitment to your satisfaction, I go the extra mile even after the placement stage. I believe in providing exceptional support throughout the candidate's transition and addressing any concerns that may arise.

During the first 90 days of employment, I will engage in post-placement follow-up with both you and the candidate to ensure a seamless onboarding experience and a successful integration into your Company. Rest assured that I would be readily available to address any questions or issues that may come up, leveraging my expertise and resources to assist you.

# My Statement

Thank you for exploring my portfolio. I appreciate your interest and taking the time to learn more about my recruitment services. I believe that a personal discussion would be an excellent next step to understand your unique needs further.

When it comes to sourcing top talents, I am committed to pushing boundaries and surpassing expectations.

Yours Sincerely,  
Natasha