



# *Recruitment services proposal*



# About us

IGI FSI is a Packages Group company, pioneering in emerging technologies driven Sales, Production and Customer Services interventions, HR and Technical solutions. Equipped with State of the art technology, IGI FSI can become your growth partner anywhere around the world.



# Our recruitment process

**Briefing** | Tell us all about your dream candidate, including the skills, attributes and experience they need to bring to the role. We can even headhunt for niche roles ensuring you high-level talent.

**Sourcing Talent** | We advertise roles using a unique combination of trusted job websites, network of universities, our database and social media to ensure the job role is seen by the right people.

**Screening & Shortlisting** | We proofread and check all CVs and personally interview applicants for senior positions so that you end up with a shortlist candidates. We conduct written tests for junior positions to test their capabilities.



# Our recruitment process

**Final Selection** | We will be on hand during the entire interview process, offering advice from interview procedures to contract and salary negotiations.

**Follow Up Procedure** | The final step is to ensure a happy fit, therefore we offer free replacement of candidate if he/she leaves or gets terminated within 3 months



# Term & conditions

- On successful appointment, we charge first month's gross salary (plus taxes) of the candidate .
- If candidate leaves or gets terminated for any reason within 3 months from joining date we offer free replacement.
- Positions once shared will be exclusive with us for a period of one month.