



JACKIE MATCHETT PERSONNEL, INC.

*"Experience is the best guarantee"*

Accounting, Bookkeeping, and Finance Staffing

## **EMPLOYER SERVICES**

### **The Search Process**

#### **Stage One: Understanding Your Needs**

We speak with the key executives, hiring managers and human resources professionals to establish a thorough understanding of the:

- Needs
- Search criteria
- Success indicators for the position(s)

We use advanced interviewing techniques and skills to more effectively profile the job and match potential candidates.

#### **Stage Two: The Search**

The search includes the following phases:

- Research
- Candidate Sourcing
- Evaluation of the top ranking candidates

To find the right person for the job, we use tools such as our:

- Network of exchange partners
- Private database
- Extensive network of industry connections

#### **Stage Three: Presentation of Candidates & Interviews**

After Screening the Candidates: we present the best-qualified individuals who are eager to make a move to your company.

Interviews: we arrange the logistics of the interviews.

Checks: We also perform reference checks, degree verification, and background checks if requested by the client.

519 Heritage Road #2B • Southbury, CT 06488

Phone (203) 405-6111 • FAX (203) 583-4930

[www.jackiematchett.com](http://www.jackiematchett.com)



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#### **Stage Four: Offer Stage**

We provide assistance and advice on:

- Offer preparation and negotiation
- Resignation guidance for the candidate

#### **Stage Five: Relocation Assistance**

We also have an alliance with a company that takes care of all relocation details from house-hunting to doctors and childcare facilities at the new location.

#### **Stage Six: Continuing Services**

We keep in touch with our clients and candidates and do everything we can to ease the transition and ensure that all parties are getting the most possible from their new relationship.

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