



Hiring Spectrum

Recruitment Process Services and Executive Search

Your success is our goal

company overview

Hiring Spectrum is a consulting firm that specializes in providing recruitment process services to its clients. Our extensive recruitment industry knowledge combined with our sourcing expertise and strong customer-service focus allow us to positively impact our clients' business while meeting their critical staffing needs. Our services work well with companies that have no internal recruiting staff, a growing recruiting function, or a mature recruiting organization.

A "spectrum" can be defined as a broad sequence or range of related qualities, ideas, or activities. Our name, Hiring Spectrum, was chosen because it reflects the range of services we offer our clients. We have the capability of handling anything that falls within the spectrum of the recruiting process.

Hiring Spectrum was founded in 2003, by professionals who have more than 40 years of combined recruiting, management, operations, and sales experience. We understand business and make it a point to understand yours. We have a proven track record of meeting the growth targets of our clients who range in size from less than 50 to over 150,000 employees.

our mission

It is our mission to:

- Help our clients succeed
- Provide efficient and professional recruiting support
- Enable our clients to leverage existing resources while we support recruiting needs on a one-time, continual, or project basis
- Add value while providing outstanding quality and customer service at a competitive price
- Become a trusted partner with the recruiting/management team by aligning our goals with those of our clients

service offerings

- Executive Search
 - Retained
 - Contingency
- Recruitment Process Services
 - Entire recruiting lifecycle support
 - Customized solutions



recruitment process services overview and benefits

Hiring Spectrum will become an extension of your recruiting function on an as needed basis when a Recruitment Process Services (RPS) relationship is formed. This model allows the in-house human resource/recruiting organization and hiring managers to leverage their resources to staff upcoming projects to grow the organization. We can augment your existing recruiting team or serve as the entire function if no recruiting personnel exist within the company.

RPS is superior to traditional RPO (Recruitment Process Outsourcing) in that we become trusted partners with our clients, and we have the ability to adapt to your changing business needs. RPS is ideal for long-term hiring needs as well as short-term projects.

What services can be provided?

- Recruitment strategy development and workforce planning
- Job description development
- Candidate generation (active and passive candidates)
 - Research
 - Internet mining
 - “Head hunting” and networking to identify niche candidates
 - Advertising
 - Job board sourcing
 - Internal database searching
- Resume review and screening
- Interview questionnaire development
- Initial telephone contact and qualification
- Candidate interviews (by phone or in person)
- Hiring Manager interview coordination
- Candidate closing and selling
- Offer facilitation and negotiation
- Applicant tracking and compliance
- Other functions as defined by the client



our process

We take the time to learn about your company, become familiar with your culture and to analyze and understand your current processes before making a recommendation. We formulate a solution that is tailored to suit the unique needs of your business. Hiring Spectrum will customize our approach to effectively integrate into your current recruitment process. After identifying specific and definable objectives, we will design a customized recruitment program to meet your objectives.

contact us

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