

Step Consulting



Step Consulting is a young, dynamic, knowledge based Executive Search firm, which works in areas of Research, IT, Retail, Insurance, Banking, Healthcare & Pharmaceutical, Hospital, Educational Institute, Manufacturing Organization, FMCG, Direct Marketing, Service Industry & Real Estate. We provide integrated recruitment solutions with specialization in soft skills training to deliver efficient workforce for client organizations. We believe in facilitating the availability of skilled and quality workforce to employers and provide career counselling and professional grooming support to jobseekers. We have considered industry experience with sound networking along with the rich database, which adds to our strengths.

We believe **“An organization is as good as its people”**. The truth is self-evident. Excellent ideas are worthless without implementation and all strategic resources are a waste if not optimally utilized and doing the right thing requires right people to do them. We ensure right manpower to build organization.

Our objective is to bridge the gap between defining the “Right” candidates and finding them. With our vast database of jobseekers and our rigorous scrutiny processes, we are able to match skills with requirements. Not only this, our specialized counseling services enables a candidate to identify and define his choice of employment. Once the match is made, we also ensure smooth communication between the employers and the prospects, thus helping them in meeting their timelines, while maintaining utmost secrecy of information.

Step Consulting is the most systematic and procedure oriented Recruitment Company. It diligently and intelligently helps companies looking for reliable employees. We help employers in all the spheres of corporate sectors, to secure right candidate for their position requirements. This is based on our in-depth procedures i.e. identifying individuals, assessing and screening them for suitability, initiating and facilitating negotiations and providing any ongoing assistance required.

The **Step Consulting** placement team members are the Think Tanks from fields of Personnel Managements, Psychology, Sales and Marketing and Finance, which allow us to determine the customer’s requirement exactly and offer them right candidates according to their skills.

At **Step Consulting**, we are committed to carry out our work with highest degree of integrity and honesty and have set the highest standards for ourselves so that we can understand the needs of our clients and candidates and provide them with a service, which is the best. Our client and candidate’s confidentiality is of prime consideration. We treat our information concerning the business of our candidates and clients to be strictly confidential.

How we work

The requirement information furnished by the client company undergoes most comprehensive data search of the position profile. A thorough screening process is conducted, which comprises of aptitude, attitude and psychoanalytical test to bring out the best candidate for the position. Our marketing strategy utilizes the professional contacts through out India

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for screening of work force. Assistance is also given during the interview and selection process, together with negotiation of compensation package. We are committed to protect your company's confidentiality when discretion is necessary.

For foolproof selection processes, we use

- Comprehensive and updated data base
- Internal channels for information sourcing
- Advertisement and mass media
- Direct research method – Head Hunting

Step Consulting commits to help companies fill job openings through resume referral services, on campus recruiting programs, job fairs and job posting. **Step Consulting** recruitment partner companies are amongst the strongest in the industries and represent the very best in supporting **Step Consulting** vision initiatives.

Services that would be provided by Step Consulting in our process of selection

Company Profile: The task of understanding Client Company with regard to existing business model, activities, organizational structure, cultural traits, future growth plans and the role linkages shall be undertaken. The Client Company shall share all the necessary data & important information with **Step Consulting** in the beginning itself.

Position Description: The requirements regarding the opening shall be received through e-mail, post or telephone with details of the profile of the post. Mapping of position specific competencies including job title, deliverables, principal accountabilities, internal/external contacts, work environment, compensation, location and other relevant details shall be processed.

Sourcing Strategy: Utilization of our network, along with our database would be done to develop a list of most promising candidates in order to provide the Client Company with the most knowledgeable and experienced talent in the Industry. This would be presented to Client Company as a comprehensive list of people whom we intend to approach.

1. No effort to approach the employees of Client Company will be made during the validity of the contract with regard to placements.
2. Resumes/Approaches on the part of Client Company employees forwarded to the agency will not be entertained.
3. If the same shall be found to be undertaken, the contract would stand terminated with immediate effect.

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Selection of Required Personnel: Once Client Company has determined a mutual interest in pursuing specific candidates, contacting them, apprising them of the opportunity and eliciting their interest in the position would be undertaken.

Skill Based Evaluations: Evaluating candidates with the aim of determining a profile match with the job, their career aspirations and suitability in the context of existing business model, activities, organizational structure, cultural traits, future growth plans and the role linkages shall be done. A preliminary assessment of the candidate would be sent to Client Company once the short listing is done, wherein a mandatory telephonic interview of the candidates for the Managerial & Senior Managerial positions would be done by us before sending them for the final interview.

Reference Checks: Step Consulting would conduct reference check of all short listed candidate(s). The details of the same would be made available once the Client Company shows interest in hiring them. This would be done before the offer is formally extended.

Confidentiality: Step Consulting will always maintain complete confidentiality with regards to the information and names of the candidates and will expect the same from the client company.

Replacement: In case the candidate resigns from the company within three months from the date of appointment, replacement would be provided for the same position without any charges or the amount paid will be adjusted against an outstanding invoice.

Negotiations: Eliciting the final candidate's compensation requirements and if Client Company wishes, assisting them in completing the hiring arrangements.

Post joining: Keeping a follow-up with Client Company and the candidate for ensuring smooth transition. After acceptance, our job is not done. Our exclusive retention program ensures both client & candidate satisfaction through scheduled feedback & continual communication.

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TERMS AND CONDITIONS

1. As copy of the appointment letter issued to the Candidate should be provided to us on his/ her joining for raising the bill.
2. **Step Consulting** would charge 8.33% of the Gross Annual CTC for all candidates whose gross annual emolument is less than Rs. 8 lacs.
3. However if the position is that of Middle Management and the Gross Annual CTC is more than 8 Lacs upto 15 Lacs, all inclusive, then **Step Consulting** would charge 12% of that amount.
4. For Senior Management positions, Job Mapping & Head hunting would be required, hence the professional charges for such positions would be @ 15% of the Gross Annual CTC
5. The term Gross Annual CTC includes & means - Cost to the company including Basic, HRA, Medical Allowance, LTA, Fixed bonus, Joining bonus, Cash reimbursements, Performance based Variable Pay or any other allowances. This would also include the Company's share of the PF, Gratuity and other statutory benefits extended to the candidate.
6. Direct Expenses, if any related to advertisement & preparation thereof, long distance travel etc. on actuals (after getting approval).
7. Service Tax shall be charged as applicable on the billed amount. This is valid only for India based placements and not for overseas placements.
8. Once an appointment is confirmed, the finalized details of the appointment would be received by the office via telephone, e-mail /post or fax.
9. On completion of successive rounds of interview of a candidate and his/her appointment 'within' a year, the agency stands eligible for an invoice against his/her name.
10. All Cheques/ Drafts would be issued in favor of '**Step Consulting**' payable at New Delhi/Delhi.
11. Payment shall be received within 30 days of receipt of invoice by the Client Company.
12. This agreement is valid for as long a period of one year after which it will be renewed or cancelled depending upon mutual consent from both parties.
13. In the event, that the candidate whose profile is submitted but not recruited at the time of submission, or is recruited for another role, he will be considered as a referral of **Step Consulting** for a period of 1 year from the date of submission.

Regards,

Shashank Seth
Step Consulting