

Career Solutions

• Common Sense



TALENT ZONE



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Services

**Recruitments
HR Consulting**



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About us

Our company was founded in 2001 with the aim of supporting our client's business with our expertise and efficient transparent services in Human Resources.

Our senior consultants have a over 30+ years` combined experience in interim management, consulting and corporate Human resources, thereby being able to meet the expectation of today`s corporate client white the speed, creativity and flexibility of independent consultants.

Our Human Resources Consulting Services

- Employee Engagement Satisfaction Survey;
- Management and Employee testing;
- HR Audit;
- HR Competence Development;
- Recruitment Training for hiring/ line managers.

Recruitment and HR Consulting services

Our mission is to add maximum value, enable efficiency improvement and facilitate organizational development for our clients through our high quality services and professional experience.

Our Recruitment and Selection Services

- We work with employers and job seekers to make sure we place the right people in the right jobs; our decades' of experience and routine ensures our ability to make the perfect match
- We serve numerous specialisms, covering everything from accountancy and finance to commercial, IT, HR and production. Across many of these sectors, we further specialize in executive selection, interim management and international recruitment.
- Providing an excellent quality services and constant value-add underpins our business. Each assignment is conducted using a strict process which is part of our quality system. This aims to ensure total transparency and proper communication throughout the project.
- Optimum performance is ensured by using all available sourcing techniques to find the best possible candidates;

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***Direct search | Advertising | Social media | Networking | Referrals |
Data-mining | In-house database | Market – sector – competitor analysis***

Selecting and qualifying the best candidates for the role requires;

***Informed job analysis and person profiling | Pre-qualification of
candidates | Screening telephone interviews | In-depth personal interview | Personality profiling* | Reference
checks****





Employee Engagement/ Satisfaction Survey

Employee engagement and/or satisfaction is a key indicator of the health of the organization, and is a key management KPI. Employee satisfaction directly impacts the bottom line, and engagement drives continuous improvement, efficiency and profit.

Our survey package measures this important KPI and achieves optimum effectiveness by:

- Simple and user friendly Online survey (offline survey may be requested);
- Focus group interviews based on representative sample (usually approx.. 5-35% of the employee population);
- Multi-dimensional questionnaires and results;
- Comprehensive management feedback and report;
- Separate management survey on request;
- Employee feedback (communication of results to employees, Q&A session).

Our package ensures that you employees are surveyed professionally and impartially; the report contains data and analysis with recommendations from HR experts; and we support all internal communication ensuring further engagement and momentum.

Management and Employee Testing

We use of the most sophisticated and proven test-packages on the market, to survey you key employees, your teams, or assist in selecting the right candidates for key roles.

- **Management testing-** involves a self-awareness test, a 360 degree test and a comprehensive feedback both to the employee and to management.
- **Team testing** involves self-awareness test and compatibility test to ensure your teams functions at optimum efficiency. Again all tests are followed by a comprehensive feedback session to all concerned.
- **New employee selection testing** involves measuring competencies and related to the specific role being targeted.

All testing is preceded by a detailed definition and calibration of competencies and expected levels of competencies, as well as detailed communication and introduction of the process to employees.

HR Audit

As part of our HR Audit process, we look at your company's HR processes, employee documentations, compensation and benefits policy and all other HR policies deployed.

After a careful review, we recommend improvements or change as necessary, and assist in the development of these improvements. If requested to do so, as a separate service we are also able to design and introduce a full range of HR policies and procedures.

We are also able to audit employment legal compliance using our partner employment law specialist law firm.

Policy development examples:

- Compensation and benefits policy, executive compensation policy;
- Internal staff handbook and core HR process development;
- Employee engagement and communications strategy.

HR Competence Development

Our consultants have decades of experience building up and managing corporate HR departments in a variety of industry sectors and types of organization.

Bringing our experience and know-how to the table, we can:

- Assess your HR team's competencies and development needs;
- Design a bespoke and individual development track for each employee (including managers);
- Utilizing on the job, coaching and mentoring as well as traditional learning methods, deliver a program of directed learning and development;
- Measure competencies, progress and sustained application of learning throughout the process.

Our program ensures that your team is prepared and able to deal with all the tasks and challenges facing them, and be able to act as a partner to the business.



Our recruitment training service

The success of any recruitment activity is significantly impacted by the professionalism and skills of those involved in the hiring process, whether they are part of Human Resources or any other department.

Our tailor made recruitment training program provides a short, highly targeted and high impact intervention to ensure those involved in recruitment are to deliver the best possible services to the organization.

Topics covered include:

- Role and person definition;
- Building a recruitment strategy;
- Supplier sourcing and other candidate channels;
- Recruitment cost analysis;
- Employer branding;
- What to look for in a CV;
- How to prepare for the interview;
- Conducting an interview (interactive training);
- Other selection methods.

Quality Policy

The most important competitive advantage we can provide our clients is a high quality, flexible and reliable service.

Our success lies in our ability to meet our client's expectations on time and with maximum value-add. Our employees and management are committed to, and strive to continuously improve the quality of our execution to meet and exceed our client's expectations.

Customer satisfaction through consistent quality and value added services

We achieve our quality goal by:

- Delivery on time and in full based on the agreed SLAs;
- Full legal compliance in all our activities;
- Maintaining long term, partnership relationships with our clients;
- Flexibility and effectiveness in our work through the use of integrated management systems.



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