



Help by the hour, when you need it.



**On-demand Support
for In-house Recruiters**

Ever get REALLY busy?

When demand soars, delivery is due, and there do not seem to be enough hours in the day, turn to **KG Tiger** for help. A wide-range of research and workflow services designed to support in-house recruiters, like you, are readily available to quickly make a difference.

*Research.
Tactical Support.
Information Management.*

**On-demand support you will value...
for its quality and affordability!**

Could not be easier to get the help you need...

- ✓ Services offered on an hourly basis with no long-term commitments
- ✓ Simply purchase hours and use them when needs arise
- ✓ All work performed is quality controlled and managed to your exact specifications
- ✓ Live support staff is on-call to take your orders and assure your total satisfaction



KG Tiger On-Demand • 267.362.3900 • kgtiger.com

KG**Tiger** On-Demand In-House Recruiting Support

KG**Tiger** On-Demand (“KOD”) offers in-house recruiters quality research, information management and tactical support at low-cost. With KOD, you can have ready support available when you need it. Depending on your requirements, engage KOD on an hourly, weekly, or full-time basis. This allows you to use KOD as a buffer against unusual spikes in demand, to free recruiting time by off-loading non-core work, and supplement production as required.

In addition to resolving resource and time constraints, consider using KOD to enhance the level of services you offer your clients with features such as business intelligence research, professionally formatted candidate documents, and custom reports.

Research Capabilities

Names Generation

Initial and on-going generation of potential candidate names and contact data are captured through public and private databases, social networking sites, professional association postings, alumni boards, as well as through networking and referrals. All information is phone verified.

Competitive Recruiting Intelligence

One of the most critical factors of a successful recruiting operation is access to quality data. Use your KOD bandwidth to obtain competitive intelligence, conduct organization and talent mapping, and provide talent pool identification and candidate development

Subject Research

Using the internet and phone, KOD explores any assigned topic by using creative techniques to collect, compile, and disseminate related information. Research may include topics related to recruiting such as recruiting best practices or in other business areas, such as news about industry “movers and shakers”.

Resume Sourcing

Often referred to as “eSourcing”, this process rapidly sources job matching resumes from multiple sources including resumes not available on job boards. Optional phone screening would produce qualified, interested, affordable, and documented candidates.

Tactical Support Capabilities

Candidate Development

Personal contact by highly trained KOD Agents develops qualified and interested candidates who fit within your hiring parameters. They may also support candidates in the interview and hiring process.

Resume Screening

Since volume does not necessarily equate to quality, an effective screening service is a necessary and valuable time saver. KOD evaluates resumes for specific matching qualifications.

Recruiter Concierge Support

Using seamless communication and collaboration (through use of phone, fax, e-mail, IM, and Internet) a dedicated KOD Agent enhances the productivity of a recruiter. Services include ad-hoc research, scheduling, calendar maintenance, candidate database support, candidate follow-up, and report writing.

General Administrative Support

KOD can help drive organizational efficiency by engaging our phone based agents. There are numerous areas that, once presented with the appropriate processes, can help expand the level of process support to your organization. Some of these areas include:

- ✓ Appointment making
- ✓ Interview scheduling
- ✓ Candidate process follow-up
- ✓ Job ad posting
- ✓ Prospect screening
- ✓ Keep candidates warm
- ✓ Candidate contact verification
- ✓ Processing of internal referrals
- ✓ Structured interviews
- ✓ Surveying prospects
- ✓ Custom reporting/metrics

Information Management Capabilities

ATS Database Management and Data Mining

Processing data of this nature is labor-intensive. Realize the potential of your databases and applicant tracking systems with KOD dedicated personnel performing this work in a cost effective manner. Our service bureau approach ensures timely and accurate entry of new resumes, maintenance of existing data, and optimized searches for candidates who match current requirements.

Formatted Recruiting Documentation

Upscale your image with professionally formatted recruiting documents. Standard process and templates applied to resumes; side-by-side candidate profiles, job specifications, and custom forms, delivers quality output that rival the work product of the most prestigious executive search firms.

Custom Reporting and Statistics

Frequent and thorough performance reporting is demanded by management and time-consuming to deliver. Depend on this application to regularly collect, crunch, analyze, and distribute the metrics necessary for effective talent acquisition management and US Government compliance.

Mass Email Support

KOD enables organizations to rapidly respond to candidate email queries. Sophisticated infrastructure, talented and productive staff, and custom built and managed processes ensure high quality of service.

Networking Support

Web based blogs, social networks, and forums have become an excellent source of candidates and industry intelligence. Maintaining an active presence on all the key sites is very labor intensive and requires a qualified approach to net the desired results. KOD can also help in setting up and managing Facebook and Twitter accounts.

Transcription Support

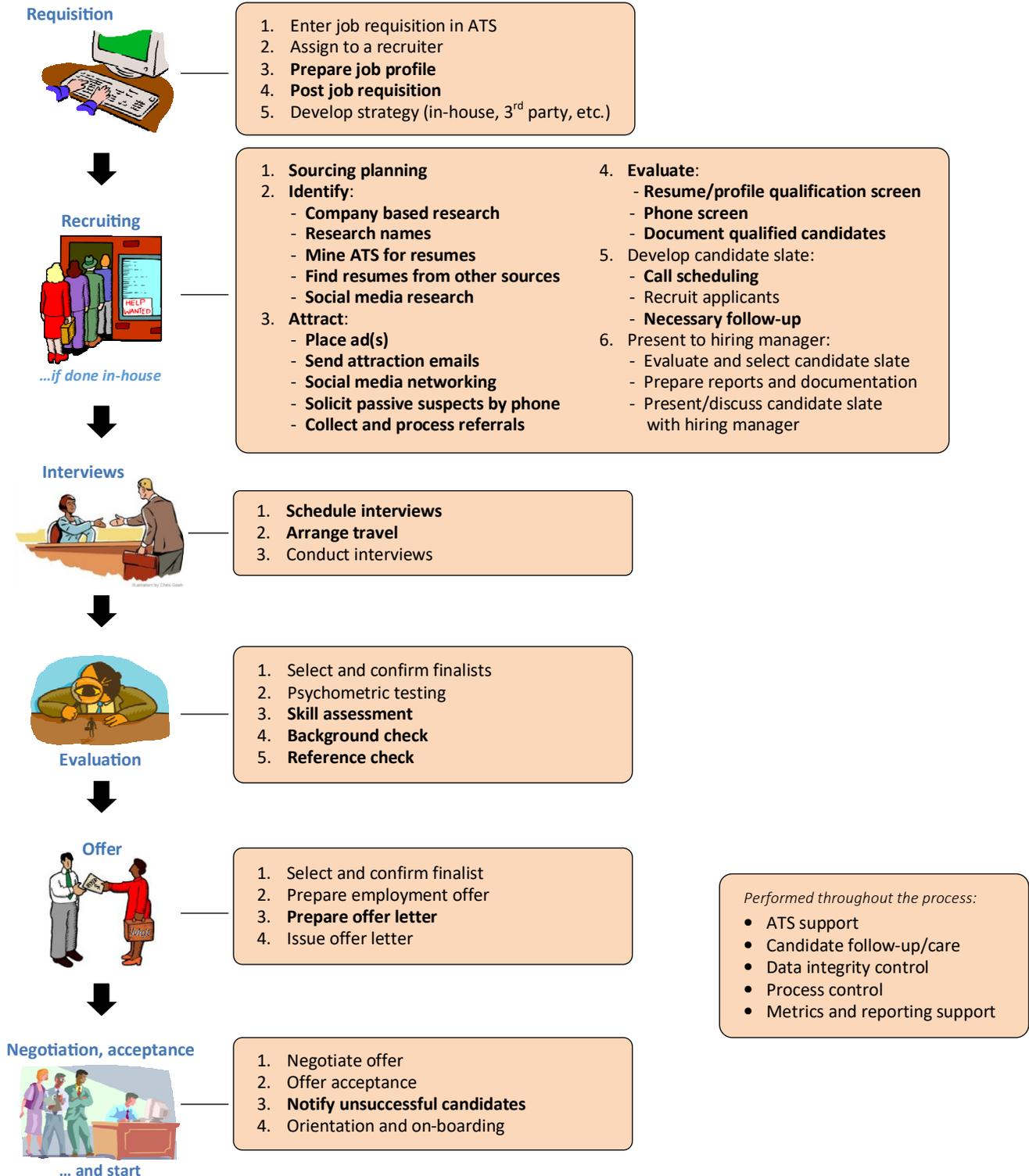
This service converts the form of information and delivers digital (eg .doc) documentation of spoken dialogue as well as the manual transposition of one data source to another. Consider having KOD transcribe recorded interviews into a printed record for your files. Do you ever have text in a format that is not easily converted to useable characters? For example, KOD can take a .pdf or .jpg file and turn it into word processing or a spreadsheet.



KG Tiger™ On-Demand

Recruiting and hiring workflow support

As noted in bold type



Examples of actual On-Demand projects

	<u>Service</u>	<u>Client request</u>
Research	Ad-hoc research.....	Find out where this guy landed and get me his phone number and email address
	Business intelligence.....	Confirm that these three companies are looking for the same specialist we are
	Company based.....	Get me company details on Acme Motors Company
	Innovative projects.....	Find out which companies have launched services like this before
	Names gather.....	Find at least 50 names and contact data of people matching these criteria
	Resume mining.....	Find matching resumes for these 10 requisitions
	Talent market evaluation.....	What are the top 20 colleges that offer this specialized curriculum?
Tactical Support	Candidate sourcing.....	Search our ATS and job boards and phone screen to find at least 5 candidates
	Candidate care support.....	Call the 3 candidates on this req and see if they are still interested
	Candidate follow-up.....	Call everyone due for a call today and reschedule them for next week
	Call scheduling.....	Get me phone appointments with each of these candidates on Tue or Wed
	Event Support.....	Help get prospects to attend, and then keep everyone updated, track attendance
	Interview Scheduling.....	Schedule this candidate with these 6 managers
	Phone screens.....	Call this candidate and do the initial screening for this new req
	Referral tracking.....	Call each referral I send to you and go through the referral process routine
	Resume screening.....	Evaluate these 50 resumes and move those qualified into the req
	Social networking support.....	Capture info on visitors on this blog who mention this key word
	Structured interview.....	Call these 5 candidates, present these 4 survey topics, and then type the results
Information Management	Ads and postings.....	Post this in 10 places and pull it when candidate flow exceeds 300 submissions
	ATS support.....	Enter and scrub these 100 resumes, and update all candidates on this list
	Data integrity control.....	Check these 26 spreadsheets against this database, update all inconsistencies
	Email Management.....	Prescreen these emails... only forward on to me if they fit the criteria
	Format Resumes.....	Take these 10 resumes and format them to our professional standard
	Metrics and Reporting Support.....	Call each manager and these 3 recruiters to collect and prepare weekly summary
	MS Office support.....	Take this data and prepare a 6 slide PowerPoint
	OFCCP Compliance Support.....	QA this EEO report each month and standardized output
	Process Control Support.....	Confirm that these agenda items and activities are occurring as planned
	Profiles and Side-by-side.....	Give me a comparison report for these 3 candidates
	Proofing documents.....	Review the attached document for accuracy and assure no confidential info
	Report writing.....	Write the client report for me each week
	Social Media support.....	Keep my LinkedIn and Facebook current and let me know about critical updates
	Transcription (voice/written).....	Type up my interview notes for each of the candidates
	Travel arrangements.....	Follow the travel support process for each candidate that appears in this file
		Travel support.....

Why you can count on **KG Tiger On-Demand...**

- ✓ It is all we do and we do it extraordinarily well
- ✓ Quality delivery since 2004
- ✓ Built on best practices
- ✓ Functional experts and specialists
- ✓ Our focus is on your mission...

It's all about saving you time and improving your productivity!

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