



Tips for a Successful Partnership with CPS Recruitment

The following guide is meant to help maximize our services!

Job Description

Start your search with a thorough and accurate job description. If your company does not keep complete job descriptions for various job titles, we can help create one for you. It is important to identify your top 3 priorities relative to the person you are looking for. And, aside from required skills and duties, be sure to explain your company culture and the specific dynamics of the individual department.

Resumes

The days of getting multiple resumes for one position are behind us. We promise to always submit as many possible available and interested candidates as possible. We will try to give you options, and will let you know why we feel a candidate should be considered.

Communication

This is the single most important factor in determining our success! An honest and open line of communication between you and your CPS Recruiter and Account Representative will result in more accurate and timely placements. If you get our voicemail, please hit "0" and ask to have your call redirected. If you are not available, please provide us with someone who we can speak with in your absence.

Timeline

Establishing a realistic interviewing and hiring timeline helps to determine the urgency of your need. Please specify ideal dates to interview our candidates. Do you prefer to interview in the morning or afternoon, and how long does the interview process take?

Interview

When CPS candidates are sent to interview with you, they have been fully briefed on the position, and on your company. Please let us know what your interview style is and if you will be doing a group interview format. Additionally, if you require any testing, simply alert us in advance, as we offer over 1000 web based skill assessments for countless disciplines.

Feedback

Timely and thorough feedback is imperative. We would appreciate feedback within 24 hours of resume submittals and in-person interviews. Since many of our job seekers have multiple offers and opportunities on the table, they have a very short shelf time. Nothing is more disconcerting than when a client wishes to extend an offer of employment to a candidate who is no longer available.

Questions

One of the unique qualities that truly sets us apart from our competitors is our ongoing commitment to all of our Client Partners. At any time, if you have questions, concerns or suggestions—we welcome your input and feedback!

Thank you for this opportunity!