

Working with Austin Group Resources

In the past 20 years, the recruiting business has significantly changed, with many “expectations” on client and candidate side resulting in numerous misunderstandings. I would like to address some of those with this document.

Our services are currently in great demand, and because of the cost, our clients are **un**interested in seeing a candidate who is “close” in credentials, they want a match. What we **can** do is provide the kind of information that an unsolicited resume or cover letter cannot do. That requires our spending time getting to know your motivation, your qualifications, what sets you apart as a potential employee and to test how realistic you are about the marketplace. Our services are free to you, but very expensive to our clients and we wish to insure that our candidates are the best in industry and are committed to the interview process.

Here are some questions we would ask you to consider:

Are you currently happy in your present position? Is this the right culture, is the integrity of the organization what you expected and can support? Is the management style of your superior in sync with your short and long term goals? Are you being fairly compensated, given opportunity for promotion, feeling satisfied with your contribution to the goals of the company? Do you look forward to your job on a daily basis? Have you spoken to your boss about your concerns? What would have to change in your current company for you to happily work there?

These are all part of the process we ask you to consider before we ask our clients to clear their schedules, arrange for the time of others and possibly arrange transportation for a prospective candidate.

Even more appalling is candidates who may accept employment elsewhere and do not communicate their intention while the process may still be in effect. Transparency and trust in the relationship is key to our process.

Our mission statement is; “To be the best at what we do; seeking relationships with those who are the best at what they do”

We are seeking an ongoing communication with current and potential candidates who are simply “the best at what they do.” Is that you??? Then please proceed to the following questions and please, “help us, help you.”



Name _____

Preferred Contact _____

Date _____

E-mail _____

Candidate Pre-Search Assessment

Thank you for selecting The Austin Group Resources, LP for your career search. We specialize exclusively in the direct hire placement of Engineering Professionals for some of the nation's finest employers. During the course of a search assignment, we screen many candidates. It is critical that we prioritize who gets access to our clients. Consequently, your answers to the following questions will allow us to promote you in the strongest way. **Please give serious consideration to your answers** and invest the 10 - 20 minutes it will take to complete this form candidly and thoughtfully. We may use your answers in promoting you for the job, especially question # 9.

1. Your current (or most recent) position title: _____ What do you **most** want to do in your next job?
2. **Why** are you looking? What is missing from your current job? How motivated are you to make a move?
3. Describe your search activity. Please include any information about interviews and/or offers you have had or intend to receive as well as the types of positions, etc. It is critical that we know **why** you have refused offers, what was missing?

4. List the critical factors that are the non-negotiables in your decision to accept an offer. What makes the difference in actually **accepting** a new position?

5. What are your geographical preferences for work/travel/commute?

6. What is your total compensation package?

Base salary-

Bonus-

Other incentives-

When are you up for review-

Vacation-

7. What are your compensation expectations for your next job?

8. What will happen if you resign? Do you expect a counter offer? Would you consider accepting a counter offer?

9. What accomplishments have separated you from your peers? Please provide **result** driven examples. These are the most impressive to our clients. List five major accomplishments:

10. Where can we reach you if the contact information on your resume changes? (Parents, children, close friend?)

REFERENCE RELEASE FORM

Our clients require business / peer references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or verify information you have given us. *Reference information is always kept in the strictest professional confidence.*

Please provide us with the names, telephone numbers, and titles of three business and three peer references, and how you know them. Briefly describe your relationship to these references. If you are working, we realize that in most cases you cannot use you're your current supervisor as a reference. Supervisors from a previous employer are acceptable as are trusted peers in your current company.

DISCLOSURE STATEMENT

I understand that the Referring Agency may conduct a reference check. This reference may include information regarding character, work record, general knowledge and capabilities, and reputation. The references contacted do not necessarily need to be listed below.

I hereby acknowledge that I have read and understand this statement, and hereby authorize the Referring Agency to obtain a reference check as described above.

Name (please print)

Address

City, State, Zip

Phone (Day)

Evening

Personal e-mail

Business email

Date

BUSINESS REFERENCES (usually a former or current supervisor or client)

NAME *TITLE* *COMPANY* *PHONE*
RELATIONSHIP *Email*

PEER REFERENCES (usually former or current co-worker w/ similar responsibilities)

NAME *TITLE* *COMPANY* *PHONE*
RELATIONSHIP *Email*

We will not contact your references without your permission, prior to hire.

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20 years of experience specializing in engineering, safety, health and environmental professionals for the downstream and offshore, refining and chemical industry sectors.