



## Direct Search Support Services

**Direct and executive search are time-consuming activities in which communication and administration are crucial factors. Every now and then, each recruitment agency or consultant is confronted with peaks in the workload. However, more often than not they only last a few weeks or even days, making the recruitment of extra researchers a bad idea. But how to cope with demanding clients, for whom your workload is no excuse to wait for the right candidate?**

**External help of experienced researchers can be a good solution !**

M&m Teleservices is synonymous for more than 12 years experience in direct and executive search in all its aspects and through almost all sectors of industry, both in Belgium and abroad. We can take care of different parts of the process, giving you time for interviews, reporting, follow-up, briefings, management, sales, prospection and all those other tasks taking so much of your time.

Through daily reports you stay informed on the progress of each project, allowing you to answer your clients on any moment about the state of affairs. We can also work in close collaboration with your own researchers, giving them input or following up on information from them.

Our work always starts with a thorough briefing from your side, informing us about the recruiting company, the profile, the expectations, probable difficulties, additional 'off the record' information, etc. Based on this information, we can amongst others take care of the following steps of the recruitment process:

- ❖ **Target lists:** we draw up a list of companies in which potential candidates could be found;
- ❖ **Long listing:** based on an approved target list, we 'hunt' for potential candidates fitting in a predefined profile. We keep in close contact with you in order to solve specific problems, provide information on the market and prevent misunderstandings. The results are presented in a report, featuring all necessary information;
- ❖ **Contacts:** we can contact a list of potential candidates to present an opportunity, check the interest, gather additional information and/or go through a telephone screening;
- ❖ **Update** of your candidate database.
- ❖ **Training** of your own internal researchers: whether you engage new researchers or want to give a follow-up course for your more experienced people, we can take care of the training or be part of your internal scheme.

### **M&m TELESERVICES bvba**

Derbystraat 31  
B-9051 St Denijs Westrem

Tel 09 241 76 76  
Fax 09 241 76 77

info@mm-teleservices.be  
www.mm-teleservices.be

ONR 0864 283 262  
Bank 737 0114175 49