


KPM management Recruitment Procedure & Schedule				
Identification 0-2 weeks 1-2% of recruitment costs	Preparation 1-3 weeks 5-10% of recruitment costs	Recruitment 2-5 weeks 30% of recruitment costs	Selection 3-6 weeks 30% of recruitment costs	Appointment 1-4 months 28-34% of recruitment costs
Quick scan Organization	Organization Description			© 2014 - Copyright KPM management
Documentation & website (marketing material, annual report, organization planning report)	Mission & Vision Mid & long Term Strategy Culture (incl time commitment)			
	Management Style Financial Analysis Informal Communication & Politics Organization Development (incl history) Age Classification			
Quick Scan Function	Function description	Function announcement		
Existing profile description	Task & responsibilities	Active Chanel Recruitment		
Work location(s)	Traveling frequentie	Pre Profile Selection (max 10)	Profile Selection (max 6)	
Organigram	Place in organization & reporting lines		Pre Selection enquiries	
	Result areas & KPI's Specific Challenge		Selection information (max 4 applicants) Candidate pre-ranking	
	Risc Inventory & Evaluation (RIE) Span of Control Age Classification of subordinates	Selecting assesment office	Assesments (max 3 applicants) Candidate ranking	
Feasibility Preview	Feasibility inset		References	
Personal Budget	Salary benchmark		Final interview (max 2 candidates)	Contract Proposal
Market Development	Recruitment Budget			Contract Negotiation
Company Risc	SWOT-analysis			Contract agreement
Function Risc	Selection criteria			
Commencement date limit	Education			Closing & evaluation
Appointment risc	Specific Expertize			
Former recruitments	Experience (Years, branche, former organizations)			Review after 6 months (optional)
	Miscellaneous criteria Type of appointment contract Selection of R & S tools Recruitment tactics Selection Procedure			Review after 12 months
Plan of Procedure	Planning & Cost , R, S & A			
Identification Report & Proposal Preparation	Preparation report & Proposal R, S & A	Recruitment report	Selection report	Evaluation report
				Final Report after 12 months (optional)
±30% recruitment cost estimate	±20% recruitment cost estimate		±10% recruitment cost estimate	Final recruitment cost
Decision preparation	Decision R, S & A procedure		Appointment decision	Improvement of future Recruitments
Client activity/ responsibility	KPM input	KPM activity/ responsibility	Revision: PM140507.01	
Third party activity	Client input	KPM deliverables		