

The following are a list of the services that are included when you use Talent Management Plus (TMP) for searching for a new employee.

- We will provide you with the link to the TMP assessment that can be added to your website, and or for any internet advertising media you chose to search for new candidates.
- We will provide you with a template for writing the internet ad, primarily for CareerBuilder and Monster ads. When you make john@keylinecompany.com a "primary user" on your account, it will give access to your ads so I can help with the copy, inserting the link and adjust the copy to increase the visitor count.
- All candidates who complete the TMP assessment will be compared to the benchmark for the open position. When candidates are considered to be a match, we conduct a telephone interview to confirm;
  - Their resume information
  - Why they are looking for a new position
  - That the behavioral style they represent in their report is what is heard during the interview
- You will receive ONLY the candidates who are a good match (not perfect) for the position. Candidates who have good assessment scores but do not have the experience needed for the position may be sent to you marked as a "potential" for your consideration.
- You will receive a series of reports about the recommended candidates. Members who are new to the service will receive coaching about how to read the reports before you contact the candidate.
- When you have hired the new employee we will email their Coaching Report to them with a copy to you with a note to the employee to review the report and be prepared to review with the person who h/she reports to.
- We will prepare a Performance Evaluation Assessment taken for the Feedback section of the benchmark report and send it to you with complete "how to use" instructions.
- 90 days from the new hire's start date we will email you notice to conduct the performance evaluation.
- We provide consultation to the hiring manager about any performance issues the new hire has for as long as h/she is employed by you at no fee. Individual or group coaching does have a fee.