

Assessment

ElsiConsult can provide and facilitate a range of psychometric evaluation exercises to ensure you have the right person in the right job.

Our tool set includes assessment of personality and behaviour traits, aptitude, team and leadership roles, customer service, integrity, management simulation and 360 degree exercises.

All assessments can be designed specifically around your business requirements and specifications. This ensures that our Psychometric solutions are customer specific and that your staff and candidates go through a relevant and useful experience.

Psychometric Assessments can be used for a number of staff-related issues:

- Selection and recruitment (job-fit)
- Employee training or coaching needs analysis
- Organisational restructuring/ Promotions
- Employee potential and succession planning
- Individual career development
- Performance Assessments



Other Services

CV Preparation; A stand out CV is essential when looking for work, especially when there are a high number of candidates applying for the same job. Knowing how to create a CV to sell yourself can be the deciding factor between securing an interview or not. When creating your CV it is vital that the hiring manager can scan through your CV and understand it quickly. Therefore, it needs to read well, it needs to be neat and most importantly it needs to be clear and understandable.

Below provides information for a basic outline of what a CV should include and look like:

Key information required on your CV

- **Personal Details**
- **Personal Statement**
- **Work Experience**
- **Key Achievements**
- **Personal Achievements, Hobbies and Interests**

Interview Coaching

Preparing for an interview is without doubt an important part of securing a new job. You will only get one chance with any employer, therefore it is important that you prepare well and make an impression from the moment you walk into their offices. The interview process is not only about the answers you give. The interviewer will take into consideration the whole process, which includes your appearance, your mannerisms, body language and your ability to engage in dialogue. Our consultants will coach you through both the traditional and Competency Based questions



ElsiConsult

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ELSICONSULT HR SERVICES

Recruitment & Placement

Our business is finding the right people for direct recruit, independent contractor and temporary recruits for our Clients. We actively Search, Recruit and Screen candidates for employment. More importantly, when searching for the best candidates, we take attitude, personality, aptitude and flexibility to learn and adopt into special consideration. Our consultants will prepare a database of candidates from various fields and industry and whenever a job opportunity comes, candidates will be pulled from this database.

Registering with us is the first step in getting your resume and comments in front of our recruiting and staffing teams. We are notified when you first register, even if you didn't apply for a specific job posting.

Our job is to review your profile against all current client employment opportunities AND make sure we contact you in the future as appropriate positions become available that match your experience and criteria.



Head Hunting

ElsiConsult's in depth head hunting process ensures we meet our clients staffing requirements in an accurate and timely manner. Ideally, we will be partners with your HR department and we will help you meet your recruitment needs. We will deliver the most qualified candidates within the best costs and timescales. As you consider your time, effort, and resources conserved, your cost savings will be substantial. Our services include candidate resume screening and coordinating candidate interviews through our panel of experts.

To enable this to happen our experienced consultants carry out the following processes:

Client Meeting – at ElsiConsult we know the importance of understanding the clients business in detail; this is why our consultants meet with the clients to get a feel of the kind of candidate the client is looking for.

Pre-Screening – This is the first line of communication between our consultants and the candidate. Pre-screening is a telephone interview, which enables our consultant's to listen to how well the candidate can communicate their knowledge and experiences as outlined on their CV. If our consultant's deem the candidate to be detailed and accurate with their answers they will be invited into our offices for a face-to-face interview.

Face-to-Face Interview – This process is an in-depth evaluation of the candidate's background, work history and technical skills. It is important for our consultants to find out about our candidates motivations and expectations in this current business climate. It is also important as it enables consultants to match not only the technical skills of the candidate but also identify the culture fit between the candidate and our clients.

Reference check – This is a vital process in ensuring that candidates are 'who they say they are' and identifying that they have successfully proven themselves to a previous line manager. References provide confidence in both the consultants representing the candidate and clients who are considering the candidate for a position in their organisation.

