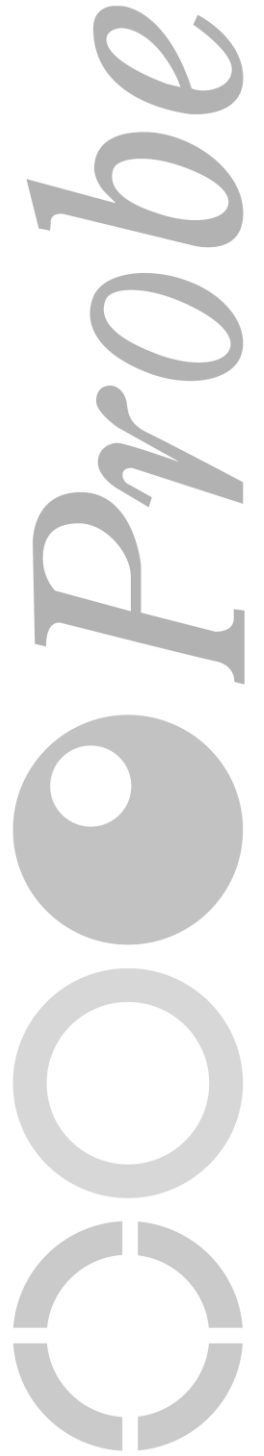




**Business
Services
Division**



better talent, better jobs

About Us

Since our formation in 1994, Probe has grown into a highly professional and diverse recruitment organisation. We understand how difficult it is to find and retain the right people, so by specialising and focusing our efforts, Probe has become a market leader and our portfolio includes many blue chip organisations which is a testament to the high quality of services we provide. We value our relationships and provide personalised care to clients and candidates throughout the entire recruitment process.

Probe is formed by a nucleus of industry specialised consultants who are experts in their active fields. An in-depth market knowledge of recruitment, outplacement and human resources ensures we are able to offer a prompt and dedicated service. Our success has been achieved by understanding our clients needs and practices in order to resource the right candidates for their roles.

We have instant access to our own extensive database of both permanent and contract candidates together with specialist search & selection tools that cover all disciplines and industries meaning we are able to supply a superior, effective and cost efficient service.

Specialising in the key areas of:-

- **Accountancy & Finance**
- **Human Resources**
- **Sales & Sales Support**
- **Secretarial & Office Support**



Our Services

- Permanent Recruitment
- Retained Assignments
- Master Vendor Agreements
- Web Vacancy Advertising
- Job Analysis / Benchmarking
- Contract / Temporary Recruitment
- Executive Search & Selection
- Managed Advertising Campaigns
- Psychometric Profiling
- Competency Based Interviews

Our Tools

Using state-of-the-art recruitment software and our extensive candidate database enables us to pinpoint the right candidates quickly and efficiently. All of our clients' vacancies are advertised on our own website together with specialist job boards free of charge.

Our Quality Commitment

Our commitment to quality is paramount in ensuring a professional level of service. Continuing reviews of our procedures and systems ensures that we maintain and continually improve our standards to ensure that we offer an un-paralleled level of service to our clients.

Benefits of using Probe Business Services:-

- Designated Consultants to **focus** on a quality and timely service delivery, building long term, strong relationships to add on-going value to your organisation.
- A tailored approach to meet the needs of each client we are representing.
- Competitive rates for both Permanent & Interim placements. Our pricing is straight forward - **NO HIDDEN FEES & NO SURPRISES.**
- We promote the benefit of working for **YOUR** business and make sure we only match people who suit your company's culture.
- Consultation is offered on interview techniques, skills & psychometric testing / benchmarking, remuneration packages and changes to employment law & legislation.

Our other Specialist Technical Engineering Divisions:

- Controls & Automation
- Design / Research & Development
- Electronics & Software
- Maintenance & Reliability
- Manufacturing & Production
- Quality Control
- Service Engineering
- Supply Chain



Human Resources

The Human Resources department has become increasingly important and vital in today's professional business culture.

As an essential part of business, this is without doubt an area that requires carefully chosen personnel who impact on an organisations most valuable asset. Operating in staff retention, employee development, succession planning, work force strategy, employment law, health and safety and corporate strategy (just a few of the many disciplines contained within this busy environment) professionally qualified HR personnel are fundamental to the continued success of a business. The growing diversity of this occupation and the need for niche specialists, critical in key areas, requires expertise and understanding to successfully fulfil requirements.

Whether you are looking for a HR professional who is at the top of their field or one who is embarking on an exciting career, we will provide you with a service based on your specific requirements and candidates that meet your needs.

Accountancy & Finance

As finance continues to look towards a future of doing more with less, the importance of recruiting and retaining finance professionals with the right commercial ability has never been more important.

The success and effectiveness of recruiting finance individuals for your business at an appropriate level of professional qualification and industry background is paramount and we should never forget the importance of employing candidates with the drive and ambition to support your immediate and long term needs.

Accountancy and Finance provides Professionally Qualified (CIMA, ACCA, CGMA, and ACA) permanent, interim and contact staff. These appointments range from Part-Qualified through to Finance Directors and CFO's with many years PQE. We also supply accounting support staff across the finance function.



Sales & Marketing

Excellence in sales and marketing is essential to the success of every business. The UK's brightest sales talent is knowledgeable, ethical and professional in their approach and raise the profile and reputation of the organisations they work for.

Sales positions encompass a wide range of individuals, working in a host of different industries, requiring specialist skills in product knowledge and account management. Every successful appointment in a sales team is based upon thorough knowledge of the particular position, the company culture and the specialisms of an organisation.

We will take the time to fully appreciate and understand the substance of your requirement and search to find the candidate with the success, drive, business acumen and knowledge to be successful in your organisation.

Secretarial & Office Support

Let us not forget the importance of our administrative support staff within an organisation. Secretaries, General Administrators and Office Managers are often the people that make the first impression of your organisation and play a vital part in the day to day operation of any business.

Good administrative staff who are reliable, accurate, conscientious, committed and who have great organisational skills can be as scarce as the most qualified industry specialist you have ever recruited. Proficient staff with the right attitude often become some of our most important and trusted employees.

We are committed to finding the right individuals that will make a difference to you whether you have a short term, temporary or full time requirement.



Our Services

Permanent Staff Recruitment

In order for any organisation to succeed, they need to ensure that their staff are the best available that money can buy. We offer instant access to a wealth of suitable candidates via our bespoke recruitment database, whereby we match your requirements with theirs.

Our success in fulfilling our clients' needs has been built upon the development of long term relationships, providing an individually tailored service to form a mutually beneficial recruitment partnership.

Contract / Temporary Recruitment

Using contract / temporary staff gives you a level of flexibility that would otherwise be unavailable through permanent staffing. They can be hired in a matter of days and can be released without fuss at the end of the project. They work directly under your control and supervision as a member of your team.

As contract staff are paid only for the time spent on the assignment, via a signed customer timesheet, with no charge being made for sickness or holiday (except where required by law), we only invoice for actual hours worked. Without the hidden employment costs your company can benefit from greater control on HR budgets.

Your requirements can be met immediately, or can be planned weeks in advance to ensure the minimum of disruption and thus maximise efficiency and profit as our speed and reliability of service is second to none and we have a respected name in the market place, ensuring our clients turn to us time and time again.

Contingency Search

This is by far the most common form of recruitment on a no win - no fee basis. By its nature this approach is more passive than executive search in that it tends to rely more heavily on the candidate approaching us by means of application via an advert seen either in an industry specific media publication, newspaper or on a website job board.

Retained Search

This is when a client engages to exclusively work in partnership with us to manage a specific recruitment campaign within a designated period of time. It is particularly effective for technical and niche market targeted recruitment campaigns in order to bring to the business a specialist skill set or knowledge. As a retainer fee is paid on commencement which in certain circumstances may become repayable it is often seen as a low risk process to the client even though our commitment to the assignment is increased

WEB Site Vacancy Advertisement

All vacancies within Probe are posted directly to our site together with the major UK Jobsites. These sites are visited by candidates daily, resulting in significantly high numbers of new applicants for each position. This ensures your vacancies are given the best possible opportunities for prospective candidates to review, whilst retaining your anonymity at the same time.

Advertised Search (Client Paid)

An approach that encompasses several medias including job board advertising, talent bank evaluation, radio and possibly television. As always, this solution is dependant upon the Clients brief and is managed by a Senior Consultant.

Utilising many relevant media publications and specific industry advertising websites on a daily basis, we can provide Clients with access to these mediums for the purpose of direct Client advertising of vacancies should you wish. Typically, advertising response would be filtered and dealt with by Probe Business Services on behalf of our Clients.

There are certainly benefits to conducting such an advertising campaign! - Our Clients enjoy the privilege of seeing their company, its products, services, and vacancies viewed by a global industry audience therefore strengthening their brand.

Executive Search

This is a consultative process for senior executive and managerial positions. The demand for top talent has never been greater and organisations today, regardless of industry or location, seek experienced, credible leaders with the vision and skills to design winning strategies and motivate others.

We are uniquely positioned to assist that executive search. Our services are designed to be accessible, accurate, cost effective and tailored to your needs as there is no prescriptive solution.

We offer a general overview of how we go about providing you with the service you seek as no two consulting projects are the same and we expect to bespoke each assignment to reflect your particular scenario.

Candidate Profiling and Psychometric Testing

We can manage and facilitate both in house and external service for individual and team PPA's (Personality Profile Analysis) ensuring that all candidates interviewed are the correct cultural fit to enhance your business. We are also able to provide a full 360 degree analysis of a team or undertake personal analysis of individuals. By the thorough undertaking of this comprehensive service you can rest assured that all candidates are treated equally on your behalf.

Assessment Centres

Depending on a client needs we are able to design and run a bespoke assessment centre to meet the on-going demands of their business. They typically include alpha / numeric testing, role play and group exercises as well as presentations and interviews.

Leadership Services

We often work in a close relationship with our clients on confidential and sensitive issues, such as succession planning, evaluation and development of leaders. Each assignment is a completely bespoke service specifically relevant to the clients' requirements.





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