

## Recruitment and Selection

For new appointments, or the replacements of key positions, mpw can take over the tasks associated with planning and administration, as well as responsibility for the entire recruitment and selection process. This includes the screening of candidates for their assessment and the creation of an introductory programme for the successful candidate or for selected steps of this process.

### Benefits

When it comes to recruiting and selecting candidates for high-level decision-making positions or for positions in which the appointee is likely to have a high public exposure, our recruitment and selection process ensures the best possible outcome.

Entrusting the planning, coordination and implementation of the overall recruitment and selection process, or parts of it, removes a sizeable burden from your company.

### Areas of application

Our expertise in the field of recruitment and selection is sought after by public organisations, NGOs, NPOs as well as private enterprises. Our services are requested for new appointments or replacements in positions of middle or upper management. We provide support to clients who do not have their own qualified Personnel department as well as clients whose Human Resources department may not be involved in a particular selection process. Our recruitment and selection procedures are in high demand when it comes to filling positions involving high public exposure and high-level decision-makers, or in cases of extremely complex decision-making processes. The integration of in-house candidates in the search is also possible.

### Procedure

We provide support for the appointment of key functions throughout the recruitment and selection process. The degree of cooperation you wish on our part is clearly defined for every step of this process which is structured in different modules:

- Organisation and function analysis, followed by the definition of the profile of qualification
- Market analysis
- Drawing up the job advertisement, media schedule
- Screening applications
- Initial interviews with candidates
- Initial presentation of candidates
- Individual assessments
- Presentation of results and recommendations for the appointment
- Second interview with selected candidates
- Completing the job contract and establishing the start up process
- Designing the job introduction, support and performance review

### **Our services**

You define which steps of the recruitment and selection process you would like to entrust to us. We can relieve you of all tasks related to the definition of the required profile and the job specifications, as well as job postings and advertisement schedules. Answering queries over the phone, pre-screening and a careful management of the applications are part of the services we offer. We can conduct interviews, act as moderators on your behalf in discussions between the candidates and your policy-makers, as well as advise you in deciding which candidates should take an assessment in order to verify their probability of success in the position being considered. The comparative analysis between the job specifications and the results of the assessment minimises the risks associated with your appointment decisions. Finally, we assist you in negotiating the work contract and in organising and implementing a job introduction and subsequent training programme.

The integration of in-house applications is also taken into consideration, and ensures fairness and transparency towards these candidates as well.

Our fees are transparent and easy to calculate. Our costs are based on the amount of work involved in the modules agreed upon at an hourly rate. A limit of expenses will be agreed upon at the beginning of our mandate.

It is not our policy to approach people who might be interested in a position, and we do not maintain a database of candidates.

We adhere to strict legal and ethical regulations with respect to the protection of personal and privacy rights.

### **Contact**

For further information please do not hesitate to contact:

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