

Hiring Staffing Solutions

System Search, Ins. has been providing comprehensive recruitment and placement services to insurance agencies and organizations since 1987. Our team brings over 80 years of combined recruiting expertise to the table. Save time and energy! Allow us to assist you in finding the right individual for your team.

We offer a complete package designed to meet all of your hiring needs. You may also choose a partial recruitment package or individual tools to assist you in your own recruitment efforts.

FULL LIFECYCLE RECRUITMENT PACKAGE

- ❖ Comprehensive discussion with client to understand business objectives and requirements of open position, target environments from which to recruit, and selling points of the position and organization
- ❖ Assistance with development of job description and requirements as needed
- ❖ Active sourcing of qualified, experienced candidates through a variety of methods including targeted cold recruiting, social media, ongoing professional networking and etc.
- ❖ Preliminary screening of resumes and initial telephone screening of prospects to determine viability
- ❖ Thorough qualification and interviewing of candidates
- ❖ Behavioral Assessment and Skills Assessments, as needed
- ❖ Presentation of qualified candidates
- ❖ Facilitation of client interviews and scheduling
- ❖ Client Interview Preparation
- ❖ Debrief with both client and candidate after the initial interview process
- ❖ Supply up to three business references on final candidate
- ❖ Criminal and/or credit background checks (as requested)
- ❖ Presentation and negotiation of offer of employment
- ❖ Candidate preparation for giving notice and anticipating buy back offers
- ❖ Follow up with candidate through notice period

SCREENING PACKAGE

- ❖ Resume and Candidate Screening:
 - Review up to 15 resumes provided to us by your firm
 - Perform preliminary phone screens of up to 10 resumes to determine if candidate meets basic requirements of the position.
 - Complete in-depth interviews with up to 2 candidates, either in person or via video call
 - Our experienced recruiting staff will provide assistance with interviewing skills and promotion of your organization. This includes sample interview questions tailored to primary positions.
 - We will also work with you on putting together an offer and combatting counter offers from current employers
 - Microsoft Office assessments
 - Provide up to 2 reference checks on up to 3 final candidates

INDIVIDUAL TOOLS (PREPAID)

- ❖ **Assessments:**
 - Personality Profile
 - Microsoft Office Assessments
 - Other Basic Office Skills Assessments
- ❖ **Sample interview questions for key positions**
 - We will provide you with a set of questions tailored to your specific position.
 - Personal Lines Producer
 - Personal Lines CSR/Account Manager
 - Commercial Lines Producer
 - Commercial Lines Account Manager/Sr. Account Manager/Account Executive
 - Group Benefits Producer
 - Group Benefits Account Manager/Sr. Account Manager/Account Executive
 - Administrative Assistant
- ❖ **Job Posting Template**
- ❖ **Sample reference questions**

❖ Pre-Employment Background Checks

- **Basic Background Report**
 - Social Security Number Trace
 - County Criminal Court Search (single county)
 - National Criminal Database Search

- **Comprehensive Background Report**
 - Social Security Number Trace
 - County Criminal Court Search (all counties)
 - Federal Criminal Court Search (all districts)
 - National Criminal Database Search
 - Wants & Warrants Search
 - Education Verification (one)
 - Employment Verifications (three)

- **Motor Vehicle Record Search**

- **Credential Verification**

- **Employment Credit Report**

❖ Drug Screening

MEMBER DISCOUNT

System Search is excited to offer a 10% discount on our standard placement fee to all IIANC Members when choosing Tier One services! *All placements come with a 90-day replacement guarantee.*

CONTACT INFORMATION

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