

# RECRUITMENT

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From entry level through executive positions  
across your organization we can help you build  
high quality candidate pools and place the  
perfect candidate.

CPS HR  CONSULTING



TALENT  
MANAGEMENT



RECRUITMENT



TESTING &  
SELECTION



CLASSIFICATION  
COMPENSATION



TRAINING &  
DEVELOPMENT



HR  
OUTSOURCING



LICENSING &  
CERTIFICATION

We are a  
**public agency**  
that serves public agencies.

## About CPS HR Consulting



CPS HR Consulting is a self-supporting public agency providing a full range of integrated HR solutions to government and nonprofit clients across the country. Our strategic approach to increasing the effectiveness of human resources results in improved organizational performance for our clients. We have deep expertise and unmatched perspective in guiding our clients in the areas of organizational strategy, recruitment and selection, classification and compensation and training and development.

We employ the strategy, innovation and flexibility found in the private sector to your advantage. CPS HR's unique position in the public arena attracts professionals from both the public and private sectors who are driven to help our clients reach their organization's vision and mission. We work collaboratively with you to generate solutions that are creative yet practical, to meet your organization "where it is" while also moving it to the next level.

With more than 120 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada. Our headquarters is located in Sacramento, California. We have regional offices in Austin, TX; Littleton, CO; and Orange County, CA.

# Why Choose CPS HR

## Recruitment Solutions

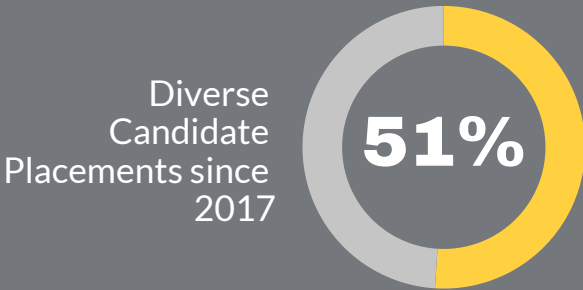
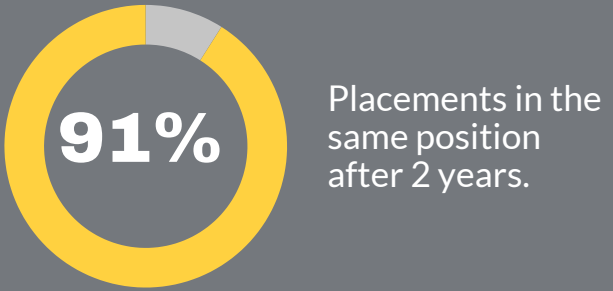


Partnering with CPS HR to fulfill your recruitment and selection needs saves you time and money, allowing you to focus more on high-value strategic initiatives. With our experts doing the heavy lifting, you can continue doing what you do best, and we'll make sure your talent worries are handled. Our seasoned professionals are well equipped to help you find and select the most qualified candidates ideal for your agency's culture.

Ultimately, it comes down to this – with our decades of experience in recruitment and selection, we have the expertise, resources, and processes to help you secure the best talent. You can engage CPS HR to lead the entire recruitment and selection process or choose individual services from our service listing.

**1,700+** **SUCCESSFUL**   
**Recruitments**

**600+** **PUBLIC SECTOR**  
**CLIENTS**



## METHODOLOGY

Our proposed process is designed to provide you with the full range of services required to ensure the ultimate selection of a new incumbent uniquely suited to your organization's needs.

### PHASE I – STRATEGIC RECRUITMENT PLAN

The first step in this engagement is a thorough review of your needs, culture and goals; the recruitment and selection process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges.

### PHASE II – MARKETING AND APPLICANT SCREENING

The recruitment process is tailored to fit your specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database. CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

### PHASE III – SELECTION

CPS HR will design a selection process based on information gathered in Phase I. We will meet with you to review this process and discuss the preferred approach in assessing the final candidates. We can coordinate all aspects of the selection process for you. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; and facilitating the interviews.





# GENERAL RECRUITMENT

Our experienced consultants can provide outreach services, partial or full recruitment and selection services that range from marketing and outreach to managing the entire recruitment and selection process, designed to save you valuable time and budget dollars.

- SAMPLE TITLES**
- Administrative
  - Analyst
  - Executive Assistant
  - Seasonal

- SAMPLE TITLES**
- Accounting/Finance Manager
  - Associate Engineer
  - Executive Assistant
  - Planner Series – Planning Manager, Principal Planner, Senior Planner
  - Program Manager
  - Risk Manager

We employ targeted outreach and innovative search techniques to find just the right candidates. With our expert consultants on the job, you can focus more attention on the strategic direction of your agency, while we get the qualified people in place to help put your strategy into action.

# MIDDLE MANAGEMENT & SPECIALIZED RECRUITMENT



# Executive

## RECRUITMENT

Customized  
solutions to  
find the right  
leaders for your  
organization.

CPS HR specializes in the recruitment and selection of executive level professionals in key state, city, county, special district and non-profit agencies. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our experienced executive recruiters apply in-depth knowledge of public-agency operations, programs, and services to provide you with a guided experience resulting in the most qualified candidates.

### **Executive Search One-Year Service Guarantee**

We believe in our ability to place candidates that will stand the test of time. If the employment of the candidate selected and appointed as a result of a full executive recruitment comes to an end before the completion of the first year of service, CPS HR will provide professional services to appoint a replacement.



"I appreciate my working relationship with the recruiter. They are excellent. Always responsive. Always there to troubleshoot or work through issues or concerns."

...Recent Client

		General Recruitment	Middle Management	Executive
STRATEGY	Client collaboration	✓	✓	✓
	Develop a recruitment plan	✓	✓	✓
	Create tailored plan for your agency and unique position		✓	✓
	Review of job specifications/classification	✓	✓	✓
	Define candidate profile with hiring authority	✓	✓	✓
	Identify testing/assessment needs	✓	✓	✓
	Stakeholder engagement (surveys, focus group, community meetings)			✓
	Leadership assessment			✓
OUTREACH	Job Brochure	1-Page	2-Page	4-Page
	Targeted research to identify ideal passive candidates			✓
	Identify advertising sources	✓	✓	✓
	Create marketing campaign	✓	✓	✓
	Coordinate advertising placements		✓	✓
	Conduct active sourcing of candidates through e-mail, phone, and social media		✓	✓
	Develop innovative media campaigns			✓
SELECTION	Minimum qualification and resume review	✓	✓	✓
	Detailed media search of recommended candidates			✓
	Targeted screening interview (4 to 5 questions)	✓	✓	✓
	Coordinate all candidate communication and scheduling			✓
	Develop interview questions and train interview panel for client's interview process	✓	✓	✓
	Facilitate all required selection processes			✓
	Coordinate all candidate communication and scheduling		✓	✓
	Facilitate hiring interview process		✓	✓
	Provide list of qualified candidates	✓	✓	✓
	Extensive background and reference checks		(option)	✓
	Assistance with contract negotiations			✓

# Remote Recruitment

We offer fully remote options that enable you to simplify the hiring process; delivering 30% more candidates per position, faster placement - 84% of candidates schedule within 24 hours - and a better experience according to 91% of the candidates surveyed.

## Interview Builder

Create a structured interview experience for your candidates and hiring team with simple interview guides.

## Interview On-Demand

Allows candidates a simple and interactive one-way video interview experience that can be completed anytime, anywhere.

## Interview Scheduler

Automates your interview scheduling process to reduce the time-consuming manual tasks that come with scheduling interviews.

## Interview Connect

Expands your talent pool and connects with remote candidates anywhere in real time with live video interviews.



