

## Recruitment & Selection

Behind every organisation there are great people. We help you search and select the best fit. Our database of professionals span across industries and we attend the top career fairs throughout the year.

Meet with us to discuss  
your resourcing needs.

Build capacity and recruit the best.

- o Headhunting
- o Executive & Managerial roles
- o Permanent roles
- o Contracts & Special projects
- o Temporary positions
- o Interim Management



If you are unsure  
what type of  
resourcing you  
need, give us a  
call to share your  
current  
challenges.

# EVE STAFFING

## Contingent Workforce Solutions

Eve Anderson can act as a managed services provider to recruit and streamline groups of workers and professionals who are needed on a temporary or contractual basis for a project or during peak season. We can manage their payroll as well.

Here's a checklist to plan your resourcing:

- o Seasonal jobs
- o Upcoming projects
- o Overseas contract projects
- o Project Specialists
- o Testing / Trial phases prior to permanent placements
- o Expanding your business services
- o Starting another business venture
- o Outsourcing services
- o Call Centers

If you are not sure,  
we can help with  
your planning!

Call us today to schedule.



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[www.eveandersonrecruitment.com](http://www.eveandersonrecruitment.com)



# EVE CHECKLIST

## Kickstart your talent search

Here's a checklist to send us so that we can quickly start to find the right fit for your business.

- o Job title
- o Job description
- o Job specifications
- o Personality traits
- o Compensation and benefits package
- o Your Company profile or website
- o Start dates
- o Other deadlines
- o Select type of job: permanent, temp, contract
- o Headhunting services
- o Key contact person to liaise with at your company



### Additional offerings:

- o Background reference checks
- o Psychometric assessment as part of your recruitment offering
- o Subject Matter experts to be part of a panel interview
- o Medical testing (fit-for-work, UKOOA Standard, Executive, Food Service, 4 point and 8 point drug testing)

If you do not have all your information available, we can help you build the job role so that you get the best fit.

Call us today!

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recruitment limited

# EVE COMPLIANCE

## Improving Screening & Selection

Employment background checks are vital for your company. Exercising due diligence is important to ensure you minimise any potential risks that may negatively affect your current employees and the business.



Here's a checklist of verification services:

- o Criminal Background Checks
- o Credit Checks
- o Employment History and Reference Checks
- o Fit for Work tests offers basic physical
- o Drug Tests (4 point)
- o Drug Tests (5 point)
- o UKOOA Medicals for Offshore
- o Executive Medicals
- o Food Badge Medical Checks Operations

Schedule a free consultation  
to assess your needs.



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# EVE PSYCHOMETRICS

## Get **insight** to retain the best

Whether you are recruiting for a new role or want to develop your existing teams, you need to match the right traits and attitudes needed to run your business and take it to the next level.

**Easy to complete and follow up reports!**



**All Online Assessments!**

- ✓ Attitude & Lifestyle
- ✓ Career
- ✓ Personality
- ✓ Leadership

text here

**Training and Development is available for existing teams.**

**Assessments are increasingly important in the early search and selection process.**

If you are unsure what you need for your teams, meet with us to discuss your business challenges. Call us today!



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# EVE TRAINING

## Improving Performance

Coaching and Training is often viewed as only needed when performance is poor or morale is low. Although you are busy, training your staff will increase performance and lighten your workload.

**Meet with us to build a training course for your business**

- o Supervisory Skills Training**
- o Customer Service Training**
- o Team Building**
- o Managing Conflict**
- o Stress Management**



**Additional offerings:**

**Get Eve Coaching  
for executives & senior  
leaders.**

**Take a Psychometric  
assessment  
for personal  
and career development**

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# EVE HR SUPPORT

## Improving Systems & Strategies

There are certain goals you want to achieve in the business and you need your team to deliver effectively and efficiently. However they are unclear of the vision and where they fit. Your human resource team must bridge the gap and streamline the vision of the company and the professional goals of your people.

Share with us your challenges and we can send  
you a proposal

- o HR Audits
- o Policies and Procedures
- o Compensation surveys
- o Training and Development
- o Psychometric Assessments and coaching
- o Interim Management recruitment
- o Off-Boarding Solutions



If you need an HR audit completed.  
Call us today for a consultation!

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# EVE COACHING

## Technically strong is not enough

Across Trinidad and Tobago businesses have expressed that their leaders are technically strong but need to build their leadership and managerial skills to deliver their vision and push the business.

*We partner with the best coaches and mentors*



If you are not sure, we can help. Call Eve Anderson today!

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