



## **The Complete Recruitment Solution**

[www.sigmar.ie](http://www.sigmar.ie)

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## Sigmar Overview

Since its inception in 2002, the Sigmar brand has become synonymous with quality service, integrity and a proactive and energetic approach to recruitment.

Sigmar Recruitment completed an MBO in 2009 which was supported by internal and external investors. With over 50% of staff investing, this demonstrates our employees belief in the brand, the sector and indeed themselves. The company is recognised as one of the leading professional Irish recruitment companies and still employs over 50 staff in six offices.

We have been voted among the Top 10 Companies to Work for in Ireland and among the top companies in Europe for the last 3 years. From a candidate perspective we were voted Best Large Agency by jobseekers for the National Recruitment Federation Awards, which is a testament to our people and culture. Professionalism, partnership and solutions are the key philosophies of Sigmar. Our penetration of PSLs is second-to-none in the Irish market with a particularly high rate of retaining preferred status. Sigmar have 178 formal PSL agreements in place for 2010.

Sigmar has extensive experience working with both start up and established organisations. Sigmar's commitment to training & development and progression has meant that we attract and retain some of the Industry's best recruiters. The majority of our Recruitment Consultants have over 5-10 years recruitment experience and with all recruitment projects we are assigned, we do, as a company, endeavor to supply creative and refined services to suit the individual client. At all times we strive to ensure we are constantly being proactive in the ever changing market.

## Recent Independent Awards



20th Top Workplace in Europe (SME) 2009  
(highest ranking recruitment company in Europe)

Top 10 Companies to work for in Ireland 2009

Voted Best in Practice for both Technical / Engineering and Financial Teams 2009 at recent NRF awards.

Best Company to work for in Ireland 2008  
(50-100 Employees)

Top 50 Companies to work for in Europe 2008 (under 500 employees)

Top 10 Companies to work for in Ireland 2007

Sigmar Wins award for Credibility at same awards 2007

Top 100 Companies to work for in Europe 2007

Recruiter of Choice by jobseekers on Recruit Ireland.com (NRF Awards 2007)

Winner of 2 NERA & 1 Cedar Awards for press advertising 2008



## Account Management

Sigmar has a tried and tested Account Management system which involves having appointed Account Directors who are responsible for coordinating the entire recruitment process throughout the various departments within Sigmar. The Account Director is accountable for ensuring all Account Managers in other divisions are kept fully apprised with regard to current vacancies, company information and company developments. They are also extensively involved in providing interview preparation advice to consultants for candidates at interview.

There will be **teams** not individuals advertising and sourcing CV's for each role, broadening the opportunity to present our clients with **high calibre candidates**.

Account Managers will maintain regular contact and keep you informed of the status of searches. In the event that Sigmar may be experiencing difficulties with a particular search, our clients will be updated in the normal way but with proposed solutions.

Sigmar's Account Managers will be available to attend review meetings with you.

## Sigmar Specialist Divisions:

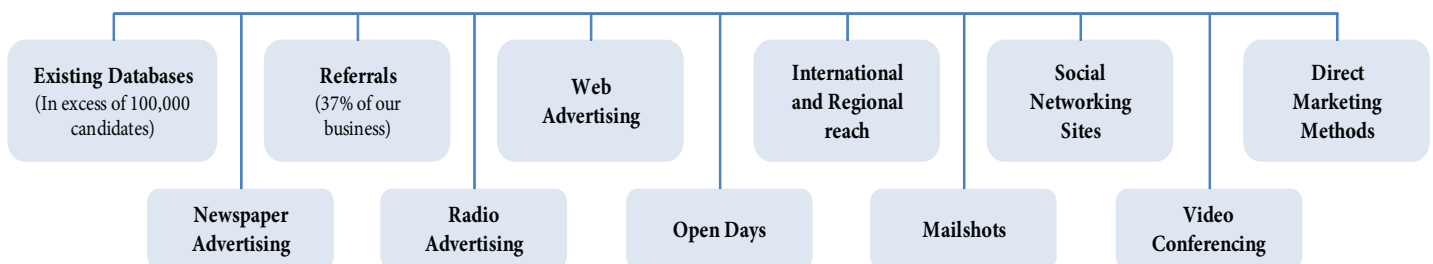
- Accountancy
- Banking & Finance
- Construction & Property Services
- Engineering
- Executive Search (Dalriada)
- Financial Sales
- Healthcare
- Human Resources
- Insurance
- IT
- Legal & Compliance
- Multilingual
- Office & Support
- Pharmaceutical/Scientific
- Sales & Marketing
- Supply Chain & Procurement

*Permanent • Temporary • Contract*

## The Recruitment Process

### 1. Sourcing Candidates

Sigmar is constantly looking for new and innovative ways to find our clients the right candidates such as:



### 2. Screening Candidates

All candidates will be interviewed and screened by a Recruitment Consultant and fully informed about the position and background information on each client before being sent forward.

All CV's presented to will be accompanied by a Candidate profile.

### 3. Interview Preparation

Requests by clients to arrange interviews will be prioritised and the candidates will be contacted as soon as is possible, after such a request is made.

Candidates will then be prepared for interview. After the interview the candidate's consultant will call them to debrief them on the interview.

Once feedback is collected it is passed to the Client for review.

### 4. Recommended/preferred approach to offer negotiation

In 2009, 89% of all offers made to candidates were accepted. If a negotiation does take place at offer stage our consultants are trained to manage expectations for both parties.

**Our objective is to find our clients the best candidate at the right price.**



## Temp & Contract Service

- **Flexibility** - meet peaks in demand without the commitment of taking someone on permanently.
- **Up front costs** - no surprises or hidden costs.
- **All inclusive rate.**
- **Sigmar provides a payroll service.**
- Productivity levels are maintained.
- Contractors have a **high performance** level.
- Staff morale is kept in tact.
- Can **add value** to the business due to special skills required for special projects etc.
- Interview process – can be one round, even one telephone interview.

## Additional Services

With the majority of our clients we would provide Permanent, Temporary and Contract Services across all Sigmar Departments. The account management structure can vary due to the requirements on the individual client. We also provide several clients with additional services such as:

- On-site Recruitment Specialists
- Managed Recruitment Projects
- Outsourced Payroll Management
- Annual Salary Benchmarking
- State of the art in-house Conferencing Services  
(including Video-Conferencing)
- Panel Interviewing Specialists
- Performance Monitoring
- Out-placement Services  
(CV preparation, interview skills, soft skills training etc)



## Client Testimonials



"O2 and Sigmar have had a strong partnership for many years now, and are a key member of our current PSL. Throughout the years, I have always found their service to be exemplary, providing both excellent candidates for our vacancies and an up-to date knowledge of the recruitment market. Key to this successful relationship has been Sigmar's ability to understand our requirements, our business and our culture. Sigmar represent us very well in a competitive marketplace, ensuring that candidates that are presented to us are always of the highest quality and have had the right recruitment experience. I would recommend Sigmar as one of the industry's leading providers of staff for the Telcoms sector"

**HR & Recruitment Manager, O2 Ireland**



"We have been dealing with Sigmar for the past five years and found them to be both professional and efficient throughout. Sigmar present us with high quality candidates that match our requirements and for this reason were out top performing agency in 2008/2009. We have one point of contact who updates the relevant departments within Sigmar, an efficient system which eliminates confusion. They have successfully recruited a high calibre of both permanent and temporary staff in various departments over the years, always taking the time to understand how our business operates and the personality of candidates we are looking for. We look forward to developing this relationship further in the future"

**HR Business Partner, Invesco Pensions and Investments Consultants**



"It is a pleasure working with Jennifer Ward and her team at Sigmar Recruitment. They are always professional and responsive to our recruitment needs. They provide an excellent service and candidates are always well screened and fully prepared for interviews. I would have no hesitation in recommending them."

**Human Resources, Citco Fund Services**

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