

ACTION RESOURCES LIMITED

The Action Resources Team

The Search and Selection Team Principals are Roger Phillips and Andrew Harter.

Roger Phillips has been involved in recruitment since 1967 and has a particular interest in the Motorsport, Retail and not-for-profit sectors, personnel and training appointments and management and Board level assignments. He is a former Director of such companies as B & Q plc, Toys 'R' Us (UK) Ltd, and C & J Clark Ltd. He has immense commercial experience and adopts a practical, hands-on approach. Roger holds an Oxford degree in Philosophy, Politics and Economics. He is a Fellow of the Chartered Institute of Personnel and Development (CIPD) and has been a Member of the Employment Tribunals in England and Wales since 1989.

Andrew Harter has been a headhunter since 1985, working in both small and large recruitment firms, ultimately as General Manager of one of the larger central London companies. Prior to 1985, he was the Commercial Director of a well-known quoted public company, having previously built up the International Division of another. Andrew holds a Cambridge degree in Modern Languages (French and German).

Our Team also includes a number of other sector-specific recruitment Associates.

OTHER LEAFLETS IN THIS SERIES

Action Resources Limited

Leaflet ARL01-01/01

Personnel and Training

Leaflet ARL02-01/01

Recruitment Registers

Leaflet ARL03-01/01

People and Business Development

Leaflet ARL05-01/01

The Motorsport Network

Leaflet ARL06-01/01

Management Development in Motorsport

Leaflet ARL07-01/01



Performance through People

www.actionresources.uk.com

ACTION RESOURCES LIMITED

The Old Granary, Bowdens Farm, Hambridge,
Somerset TA10 0BP

Tel: **01458 253442** Fax: **01458 253488**

Email: helenbennett@actionresources.uk.com

www.actionresources.uk.com

ACTION RESOURCES LIMITED

Search

Action Resources Limited offers a Search capability to our Clients as well as a Selection service and our specialist on-line Recruitment Registers.

Search is highly targeted. Candidates with precisely the background and career history you require are identified.

Search assignments can be carried out with complete confidentiality. Indeed on occasions it has been the case that only the final two candidates have known the identity of the client organisation.

Search is relatively expensive because it is time-consuming and it is therefore more likely to be used for senior or highly-specialist appointments. It can also be applicable to other vacancies where very specific experience is needed (such as that frequently required by our Motorsport Industry Clients).

We will sometimes suggest that Search is supplemented by tactical advertising in order to broaden the reach of the whole assignment. Where this is the case, the fees may be adjusted to reflect the lower amount of Search time (but the advertising is then added at cost).

We will obtain appropriate references and check qualifications within the fee structure but psychometric profiling is offered at additional cost, in line with the exact requirements of the individual assignment.

ACTION RESOURCES LIMITED

Selection

Action Resources Limited offers a comprehensive recruitment and selection service to augment our specialist on-line Recruitment Registers and our Search capability.

Our approach to Selection is straightforward and professional. We will clarify the requirements of the job description and candidate specification with you – and the more we understand about your business and its operational values the better – and will then propose advertising copy to you for agreement. The advertisement(s) will then be placed in the nominated media whilst your requirements are ALSO registered on the most appropriate on-line Action Resources recruitment site (unless you request otherwise).

Advertising is charged to you at "rate card" and no additional charges are made for simple mono artwork. Colour advertising will involve origination charges, invoiced at cost.

Advertisements produce a finite number of candidates and we will always urge you to secure the best possible person. For this reason, we will usually seek to agree with you that limited tactical research for identifying appropriate candidates will be used – as an insurance policy.

We will obtain appropriate references within the fee structure but additional checking of qualifications and psychometric profiling are offered at additional cost.

ACTION RESOURCES LIMITED

We are also able to help you with INTERIM APPOINTMENTS and with appointments to your Board of Directors (Executive and non-Executive). Please talk to Roger Phillips about these aspects of our services on 01458 253503

Fees

For Search and Selection, Action Resources Limited operates on a fee basis rather than commission based on a candidate's starting salary (which is how we operate our Recruitment Register service). Fees are calculated in relation to the anticipated time needed to complete the assignment – and agreed with you in advance.

Our standard fees for Search and Selection assignments are:

Selection	£ 8,000
Selection (+ tactical research support)	£10,000
Search (+ tactical advertising support)	£12,000
Search (UK)	£14,000
Search (other EU territory)	£16,000
Cross-border Search:	
- UK + one country	£18,000
- each additional country	£ 2,000

The ONLY additional expenses are the costs of advertising (which apply to the first 3 categories shown above) and travel and subsistence for candidates and consultants where these exceed £25 in any one day. Exceptional expenses – such as airfares – will be agreed in advance.