



## 4 Tiers of Service

**Level I:** Coordination

**Level II:** Coordination + Basic Recruiting

**Level III:** Coordination + Advanced Recruiting and Candidate Screening

**Level IV:** Full Service Recruiting + Relationship Management

### RECRUITING SERVICES

ExtendMyTeam offers recruiting advisory services and support, customizable to fit your needs.

#### Contact Us

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Task	Level I	Level II	Level III	Level IV
Managing job posts (both externally and to jobsite)	✓			✓
Coordination of phone and onsite interviews	✓			✓
Pre-interview prep work (ensuring teams are equipped with necessary documentation)	✓			✓
Reimbursing candidates for expenses	✓			✓
Social Media maintenance/placement	✓			✓
Maintain ATS – Application Tracking System	✓			✓
Reviewing InMails and distributions		✓		✓
Review candidate flow in ATS		✓		✓
Identify candidates that match criteria		✓		✓
Outbound calling		✓		✓
Attending Career Fairs		✓		✓
Phone Screening Resumes (pre-screen for candidate availability, salary, and reasons for looking)		✓		✓
Sourcing Level I positions		✓		✓
Managing your LinkedIn/Resume Database Searches		✓	✓	✓
Manage Employee Referrals		✓	✓	✓
Weekly call with recruiter-in-charge		✓	✓	✓
Weekly progress reports		✓	✓	✓
Develop Job Descriptions with Hiring Manager & HR			✓	✓
Sourcing Senior Level positions			✓	✓
Conducting In-depth phone interviews			✓	✓
Pipeline management			✓	✓
Reviewing & responding to all potential candidates			✓	✓
Negotiating Salary & Offer				✓
Manage relationship with assigned client group				✓
Full-Cycle candidate ownership				✓