

Executive Summary

Our philosophy

Integrity, professionalism and personal service. We believe that by creating a culture within Equiforce where new ideas, professionalism and good humour are encouraged, we can provide an excellent and innovative service to our clients and candidates. We build long term relationships and treat our clients and candidates as we would wish to be treated ourselves.

We strive to provide first class service to like minded individuals, both clients and candidates, to ensure that everyone in the process will not only benefit from, but also enjoy. In this endeavour; we want to lift the expectations of those we work with beyond the conventional service. By committing to a more consultative approach and by taking time to fully understand the needs of those we work with, everyone in the process succeeds. We are convinced that through exceeding expectations and working with good humour, we will deliver exceptional results.

Services Offered

Equiforce is in the business of executive search and recruitment of permanent and temporary personnel.

A generic list of specific fields of expertise is as follows:

- Accountancy
- Financial Consultancy
- Banking / Finance / Insurance
- Aviation (Corp. & Maintenance)
- Marketing / PR & Advertising
- Distribution and Warehousing
- Automotive
- HR & Recruitment
- Construction
- Information Technology
- Manufacturing
- Legal
- Engineering
- Procurement
- Scientific & Pharmaceutical

Accepting the current imbalance between the supply and demand in most disciplines and business sectors, Equiforce has the know-how, local and international exposure, as well as expertise to execute specific searches and headhunting assignments.

Ownership and Employment Equity

Ownership: Vincent Raseroka (Chairman)
Dirk Ackerman
Charl van Wyk (CEO)

Equiforce is a privately owned company that enjoys 37.5% Black Equity

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Fees

In conducting our business, Equiforce believes in a win for all methodology. We recognise that successful businesses build their strength by being 100% client focused which in turn creates loyalty. This generates the vital stream for reciprocal and referred business. In view of this, we do not request payments on a minimum retainer or pro-rata basis, but only expects to be rewarded on our quality of service. Such quality can only be determined once the recruitment process has been completed, at which stage we invoice our clients.

For more information regarding our commission structure and terms of business, please contact us for a complete company profile.

Conducting a Search

- **Conducting a Search:** Working as a team with the client, we analyse the Client's needs to determine the required set of skills, understand organisational relationships, define the required experience and identify the other characteristics for the successful candidate. We also assist our Client to develop a personality assessment survey, which is tailored to the specific position based and formulated on years of profile research.
- **Position Specification:** After carefully assessing the Client's needs, we typically prepare a written position specification that outlines the responsibilities of the position, qualifications required of the ideal candidate and the criteria of success. This specification guides our search efforts.
- **Research:** The specification is promptly shared with our networks and strategic partners to determine sources and prospects. An advertisement for the position is launched in our international approved and legislation governed Internet database, which provides online assessments based on the position specifications as well as personality and psychometric assessments in order reduce time and costs. The channel of "who do you know" and historical file searches are also utilized.
- **Candidate Identification:**
 - For those candidates meeting the knowledge and skills requirements of the position, the scorecard results of the "soft" attributes (i.e. Personality Assessments) are used to make an initial shortlist. A summary of these candidates CV's will be presented to the client for approval in terms of their expectation. This is a vital milestone in the recruitment process for all parties concerned.
 - At this point the candidates are thoroughly screened (i.e. Realistic about salary expectations, honestly looking to make a career move, fits into the job specification based on qualifications, previous experience and culture fit. A short list is put together of approximately three to five candidates. From our experience, this phase (initial interviewing) of the recruitment process depends from client to client as well as position to position, and can be conducted in the following options:
 - Between Equiforce and the Candidates. During this period, the client will receive frequent progress reports.
 - Between Client, Candidates and Equiforce
 - Between Client and Candidate only
- **Presentation of candidate:** Confidential curriculum vitae are submitted on the top three to five individuals who most closely fit all of the position specification as was determined during the very first step of the recruitment process.

- **Candidate and client interviews:** The consultant schedules a mutually convenient meeting between the client and each candidate. After each interview, the consultant contacts both the client and the candidate for feedback.
- **Referencing of Short listed Candidates:** Once the client selects the final shortlist of candidates, the consultant contacts the individuals, who are capable of providing insights about the candidates previous work experience. Credit, criminal and both national and international qualification checks can be carried out should the Client requests such services from us.
- **Completion of the search:** As the search comes to a close, the consultant can assist in the structuring of the salary package. Contact is made with all those who have been helpful in the search, thanking them on behalf of the client. Once the successful candidate is in place, we will be available to support the successful candidate's integration into the client team.
- **Administration:** Once the successful candidate has accepted the offer, a Confirmation of Placement is sent to the client. This serves to confirm the figures of the package offer to the candidate, the starting date and prevents any discrepancies at the date of the invoice.

Corporate Governance, Ethics, Fraud & Illegal Acts, Going Concern

Equiforce is committed to integrity and accountability. We recognize the developing nature of corporate governance and accept compliance.

Equiforce subscribes to a generally accepted code of business ethics. This code governs our conduct regarding relationships with the authorities, clients, competitors, employees, shareholders and suppliers.

Equiforce does not engage in, or accept, or condone, the illegal acts in the conduct of its business. Management's policy is to actively pursue and prosecute the perpetrators of fraudulent or other illegal activities should they become aware of any such acts.

Equiforce provides a value added service to its clients by ensuring that each and every assignment is handled:

1. **in a professional manner,**
2. **quality is never undermined for personal gain,**
3. **people referred will always adhere to the client's job specification**
4. **all assignments will be undertaken with enthusiasm and urgency,**
5. **maintaining customer service.**

The Future

Equiforce is a "new generation" personnel recruitment company. We acknowledge the fact that the IT industry also revolutionised the personnel recruitment industry, hence we are equipped with a World Class internet based recruitment platform. This platform provides a real-time portal for all job-seekers to apply on-line, store their CV's, complete personality & psychometric assessments, and to communicate with us paperless and effortless. These functionalities provide us with the competitive advantage to perform accurate assessments of our candidates and to meet our clients' expectations successfully.

"Gear you for success"