



STEMFORD CONSULTING
(A Unit Of Stemford India Pvt. Ltd.)

WE DON'T OFFER JOBS , WE MAKE CAREERS

Founded on April 15 , 2013 (New Delhi-India)

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1. About Us

- ❑ We are a global recruitment company based at New Delhi founded on 15th April , 2013. The key focus areas are Recruitments, Selection, Training, Development , Educations and Career Building.
- ❑ We have well equipped and powerful integrated recruitment technologies and a team of experienced recruiters. All our recruiters have valuable management experience and thus are able to recruit the right people at the right positions.
- ❑ Our service quality is our top priority. We have adopted effective & efficient practices and methodologies to ensure timely and successful executive search.

2. HR SERVICES

- 1. Mass recruitment**
- 2. Temporary staffing**
- 3. Employee assessment**
- 4. Human resource outsourcing (HRO)**
- 5. Executive search**
- 6. RPO (Recruitment Process Outsourcing**
- 7. VMS- Vendor Management System**
- 8. Management Consulting Services**
- 9. Educational Consultancy & Services.**

3. Segments We Recruit for

We have been instrumental in providing candidates in the following functional areas:

- Architect / Interior Design
- Banking
- BPO / KPO
- Broking & Mutual Funds
- Chemicals
- Call Centres
- Educational Institutes
- Engineering
- Electrical / Electronics
- Export Houses
- FMCG
- Hospitals / Healthcare
- Hotels & Resorts
- IT / ITES
- Logistic / Transport
- Minerals / Metals/ Mining
- Pharmaceutical
- Paints
- Paper / Publishing
- Placement Consultants
- Real Estate / Construction
- Retail
- Travel & Tourism

4. RECRUITMENT PROCESS

- 1) Understanding Client's Business
- 2) Defining Manpower Planning/Staffing/Needs of the Organization.
- 3) Understanding Position Profiles
- 4) Sourcing Strategy – Databank, Headhunting, Advertisements, References.
- 5) Preliminary Assessment – Candidate.
- 6) Resumes shortlisting by the Clients.
- 7) Interview Scheduling.
- 8) Briefing the Candidate on Position/ Organization

CONTD...

RECRUITMENT PROCESS.....contd.

- 9) Interview by the Client.
- 10) Feedback from the Client and the Candidate.
- 11) Selection offer – Keeping track of the Candidate till joining.
- 12) Candidate's induction as desired by the client/ assist candidate in settling down.
- 13) Continuous Client & Candidate feedback.
- 14) Loop into the next assignment (Candidate)
- 15) Continuous Improvement.

5. Our sources:-

We have a comprehensive updated data bank of candidates, which is continuously updated on regular basis. Our best and experienced Recruiter source and fulfill the client requirement from the following various sources:

- Various Job Portals
- Head Hunting
- Linked in Networks
- Press Advertisement
- Our Database
- Educational Institutions/ Colleges
- References

6. COMPETENCY ASSESSMENT & DEVELOPMENT OF THE CANDIDATE

We identify gaps through the process of Assessment Centre and Identify the Competencies / Soft Skills where the student needs to be Trained instead of gaining just Text Book Knowledge. We use various validated Tools for Behavioral & Competency Assessments :

- Psychometric Tool - Behavioral Assessment
- Group Discussion
- Business Case Study & Presentation
- In-Basket Exercises
- Fact Finding Exercises
- Individual / Group Role Play
- Management Games (Indoor and Outdoor)
- Personal Interaction / Behavioral Interview

7. MANPOWER PLANNING HR AUDIT, TRAINING & HR CERTIFICATION

- **STEMFORD** assists organizations in creating and sustaining a better-trained workforce who in turn will enhance productivity. We provide the following Soft Skill Training Programmes to Employees / Students :

1. Communication Skills
2. Team Building
3. Time Management
4. Stress Management
5. Problem Solving
6. Conflict Resolution
7. Presentation Skills
8. Leadership Skills

CERTIFICATION PROGRAMME - STEMFORD conducts Three Days Certification Program on

- HR SYSTEMS
- RECRUITMENT & SELECTION
- JOINING & INDUCTION
- PAYROLL & COMPLIANCE

8. LIST OF CLIENTS ON PANEL

- SERCO GLOBAL
- ELI RESEARCH
- HINDUSTAN TIMES
- THE BRISTOL
- THE PERCH
- POLICY BAZAAR
- NETAMBIT
- SERI PVT. LTD.
- FSR INVESTMENTS
- PROGRESSIVE CONSULTING INDIA
- ORION SERVE

Contact Us

1. REG. OFFICE - **STEMFORD INDIA PRIVATE LIMITED.**

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DWARKA SEC- 16, NEW DELHI- 110078

2. BRANCH OFFICE

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For Employers: **+91-9818350674 / +91-9810159855**

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