



**SPARK**  
RECRUITMENT  
AGENCY  
*Inspiring staffing solution*



COMPANY  
**PROFILE**



## WHO WE ARE....

Spark recruitment is a specialized recruitment agency that matches the right talented candidates to the right job owners across East Africa and Worldwide.

Spark Recruitment is registered specifically for employees and employers to meet at the same platform.

We work on exclusive assignments as we are a preferred Recruitment Agency for business by our clients.

Our primary focus is to provide permanent and temporary staffing for either small, large organizations/companies and their ongoing staffing requirements.

We recruit at all levels from Junior to Senior and across a wide range of employee's categories and sectors.



# WHY SPARK?

We proactively recruit candidates who are seeking to penetrate in the world business as fresh employees and to improve and upgrade their careers, regardless of their nationality and cultural differences.

When sourcing and placing new candidates, first we strive to understand what our clients need, culture, education and experience qualifications, to ensure suitable people who are carefully screened and selected for the required positions.





## OUR VISION...

Striving to **excellence in**  
**delivering highly competent**  
**and motivated personnel**  
**to our clients**



# OUR MISSION...

Partnership with our clients for recruitment, managing and handling their workforce through our expertise by implementing strategies that ensure they have the right candidate into the right place.



Minimum qualification for our Screened candidates includes :

Self-driven and  
operates with-  
out monitory

01

That exceed  
our client's  
expectations

02

Great problem  
solvers

03

Team players

04

Motivated  
candidates

05

Skilled at  
their roles

06

# OUR OPERATIONS...

Spark recruitment sources for highly skilled candidates by using screening/interviewing to observe their behaviors and accuracy of what is written on their Curriculum Vitae before sending them to work in an organization/company.

We have proactive team that ensures an ongoing candidates line of development after they get recruited.

We are present to our clients all around the globe and adhere to fulfill their requirements.



A photograph of a laptop on a wooden desk. The laptop screen shows a website with a blue background. At the top, there is a navigation menu with links: 'about', 'projects', 'about', 'contact us', and a 'Sign Up' button. The main heading on the screen is 'OUR SERVICE' in large, white, bold letters. Below it, in smaller white text, is 'everything you need for your business'. At the bottom of the screen, there is a dark button with the text 'see more'. A pair of black-rimmed glasses is on the desk to the left of the laptop. A person's hand is visible at the bottom, typing on the laptop keyboard. The background is slightly blurred, showing a person in a red shirt.

# OUR SERVICE

everything you need for your business

see more

## OUR SERVICES...

We help you find the best candidate and create the best team in your organization/company, it is all achieved through the processes explained below;

### 1. EXECUTIVE SEARCH

We help you find the best people and build successful teams. We find exceptional leaders who are familiar with your markets and the culture of your organization, this is achieved through a systematic process below;

- **Analysis:** we work close to understand our client's requirements and ensure a successful search to provide what they need.
- **Research and qualification:** we investigate thoroughly all the received CVs and select only those with high qualification for the available post, then filter the candidates with an interview.

- **Presentation:** we present candidates who are only viable and real option for your firm
- **Follow-up:** we still keep in touch with you even after selection of the successful candidate. Are available to provide any needed support and getting feedback from the hires and the candidate.
- **Background checkup:** we assist our client to get the perfect employee in all the required aspects by checking their educational, professional, employment, reference and criminal records/backgrounds.

We combine all these elements to find an effective candidate that suits you precisely.

## 2. TRAINING AND CAREER COACHING

In training the candidates before they start working for a company/ organization we use different methods depending on the role they are going to work for. The training methods are as explained below;

- **Classroom Training Programs:** This kind of learning is done in a physical venue and usually takes over one day and the class can accumulate a group of candidates who can get to earn knowledge all at once. The studying can include slides and activities.
- **On-the-job training:** We provide training even when the candidate has start to perform their duties and they can still learn from us along the way in the arranged schedule. This is a very effective training since the candidate participates in real activities and leads to high succession.

Career coaching is usually conducted at the employees work place at their convenience and takes about an hour a day. The nature of the work will determine the coaching duration.

Spark Recruitment team are an experienced and specialized team in helping employees tackle their toughest career problems and achieve their highest career aspirations.

We typically are experienced in dealing with assessment, performance improvement, career transition, career pathing, workplace, and work/life balance situations that plague workers at one time or another. Also we are experts in tailoring strategies and techniques to the specific needs of people or groups seeking help.

## 3. RECRUITMENT OUTSOURCING PROCESS

This kind of service enables a client to outsource any number of candidates their company/organization needs. We take the responsibility for the management of the entire recruiting process from profiling to new hire. We also carry all the work load that the internal HR has to deal with so as he/she can focus on other initiatives. As a specialized team we handle the following; Job Description Development, Job Advertising, Job, Response Handling, Screening, Assessments, Interview Scheduling, Business Compliance System and Onboarding of new staff members.





#### **4. PERSONALITY & IN-HOUSE TESTS**

We provide our clients with candidates that have gone through thorough assessment to prove their capability in the world of business. The candidates have to be tested to measure the characteristic patterns of traits that people exhibit across various situations. Personality tests can be used to help clarify and predict how people may respond in different situations.

The in-house technical test is to assure that the candidate recommended for the job can play the roles required. The candidate goes through various tests of duties before starting to work for the employer. The candidate has to prove they can do what they said they can in their skills list on the resumes, the candidate will be assigned to do something relating to their role and our team will assess the capability and greatness.

• Executive search for high potential candidates

• Shortlisting applicants for further consideration

• Follow-ups on the performance of the selected to see if the requirements are met

01

02

03

04

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• Verbal reference check & skills

• Organizing interviews with the shortlisted candidates

• Understanding the workload needs of the company (client)

# ROLES...

# PACKAGES

	BASIC	PLUS	PREMIUM
Average time to placement	3 months	2 months	1 month
Who will be working the role?	Specialist	Specialist	A team of Specialist
AudioVisual Interview	1	2	3
Advertise on Spark Recruitment	✓	✓	✓
Training & Coaching	✓	✓	✓
Candidates Screening notes	✓	✓	✓
Engage with our database	✗	✓	✓
In-house technical test	✗	✓	✓
Personality test	✗	✓	✓
Advert on mainstream boards	✗	✓	✓
Personal company infographic	✗	✗	✓
Niche job boards	✗	✗	✓
Video job description	✗	✗	✓



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