

Our Vision Your Future

Specialists in IT, Broadcast Media
and Gaming Resourcing



**KEY TALENT
PERSONNEL**



Word from the CEO and Founder



LAUREN HALKET,
CEO and Founder of Key Talent Personnel

“*Key Talent Personnel is a bespoke recruitment service that covers all aspects of the IT, Broadcast Media and Gaming*

“We wanted to offer clients and candidates alike the opportunity to work with a bespoke recruitment service that would not only provide excellent service, but also develop long-term relationships, which from our experience seems to be missing a lot today.

We are knowledgeable about the sectors we operate in and have built strong relationships with our partners. Our plans and strategy will constantly be evaluated, which will enable us to grow as we develop and strengthen our candidate attraction pool.

Key Talent Personnel has a unique approach, in that we don't recommend

a candidate purely on their previous successes, and whilst this is certainly an important factor, we feel it is more important to focus on what they can achieve for our clients.

By testing our candidates commitment and asking for motivation and goals behind everything they do, at each step of the recruitment process, the decisions we make will make sure that we are bringing the best candidates and the best clients together, to build a better businesses for our clients, and unlocking the best future for our candidates.

KEY SECTORS

"We are knowledgeable about the sectors we operate in and build strong relationships with our partners. Our plans and strategy will constantly be evaluated, which will enable us to grow as we develop and strengthen our candidate attraction pool".

"Our passion and knowledge of IT, Broadcast Media and Gaming sectors drive our commitment to be the best in the industry at finding the best talent for the best contract and permanent positions".



BROADCAST MEDIA

As a specialist provider of key talent within the broadcast, media and satellite sectors, our clients include major global corporations and smaller niche operators, who we work closely with to form strong and lasting relationships, to ensure that we understand their business and recruitment requirements on every level.

We recruit for a wide range of roles across the broadcast media area; Antenna Specialists, Baseband Engineers, Platform Support and Radio Frequency Engineers, STB (Set Top Box), Teleport Managers, Transmitter Engineers, Transmitter/Antennas and VSAT.



INFORMATION TECHNOLOGY

Due to the ever expanding technological landscape, diversification and introduction of technology platforms, the skills required to do a specific job are becoming more sought after.

We recruit for a wide range of roles across the IT sector, including Software Developers, Virtualisation Experts, Web Developers, Technical Architects, Data Analysts, Security Experts, Project Managers and SQL Developers.

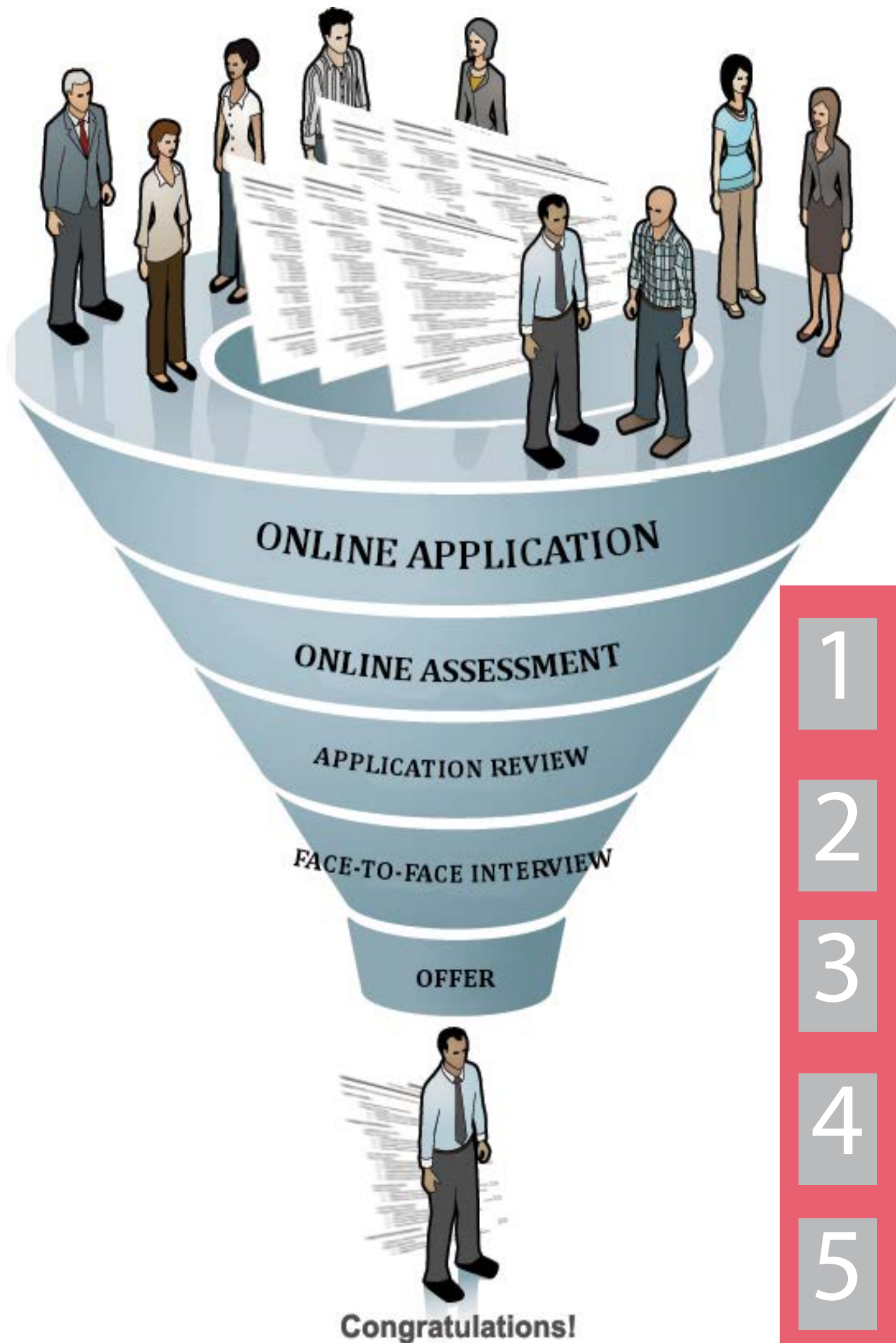


GAMING

The gaming industry has exploded in recent years, due in part to the technology that drives it and to those doing the 'driving', the creative's with the passion, drive and vision to take things to the next level.

We are specialists at recruiting exceptional talents, by working together with some of the world's most progressive studios, we are able to identify just what's needed to find the next greatest artists, designers, animators, programmers, producers, studio executives and directors.

CANDIDATE SELECTION



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We understand that the market is saturated with agencies, so it is important that when a candidate selects us to represent them, we have access to the best roles and that we ensure we understand their unique requirements, so we are able to represent them honestly and fairly to a prospective employer.

Our thorough screening process ensures we fully understand all aspects of a candidate's job search, in order to match them with suitable positions within our wide client base, that match their criteria.

ONLINE APPLICATION

ONLINE ASSESSMENT

APPLICATION REVIEW

FACE-TO-FACE INTERVIEW

OFFER

Congratulations!

ONLINE APPLICATION

1

Visit www.ktpersonnel.com. Here you will find the career opportunities available at the moment. Once you have decided on the suitable role for you, click 'Apply' button and submit online application.

ONLINE ASSESSMENT

2

Once you have submitted you application, we will do our best to notify you within 24 hours that we have received your application. Then our Recruitment Officer will assess your application to find evidence that you fit to the applied role.

APPLICATION REVIEW

3

If your application matches our clients' requirements, our Recruitment Officer will contact you.

FACE-TO-FACE INTERVIEW

4

Our Recruitment Officer meets you to assess previous experience, qualifications and personality. Then, he or she will determine if the job position matches your aspirations and if you are a suitable candidate for the job.

OFFER

5

If you successful in your application, assessment and interview, we will send you an offer.

Candidate Services

CV ADVICE

Your CV is important. This is the document that you are going to use to sell yourself and your skills to any prospective employer.

Employers don't want to see spelling mistakes, especially if you're applying for an office job. Your CV should always be laid out, remember that you want to interest your prospective employer and reams of densely typed prose will only exasperate them.

Tell the truth

Always be honest about your skills and achievements. If you embellish your achievements and skills you will only come undone at your interview and then your prospective employer might lose interest in you.

Keep it relevant

Your job history should start with the current position, reasons for leaving and skills and achievements. If some of your achievements aren't relevant for your prospective job then don't include them.

Make sure your CV is concise

The clearer you can be about your achievements the easier it will be for a stranger to read your CV. You should also make sure that you are including all of the qualities required by the job advert.

INTERVIEW ADVICE

Prepare, prepare, prepare

Consider the most common questions you are going to be asked before you get to the interview. This way you won't get stuck for something to say. Also consider how you'll explain problematic aspects of your CV such as leaving an employer. And make sure to

prepare questions to ask the interviewer. Fully understand the job role that you are applying for by revisiting the job description, identifying what skills, interests and experiences the employer is looking for.

Research

Read the organisation's website, social media profiles and key literature such as business plan, financial reports and corporate social responsibility strategy, ensuring that you're prepared to share ideas and opinions. You can also research related news, trends, key competitors and opportunities of the organisation.

References

Once you are fully satisfied with the role, contact your references, letting them know there is a chance that they might receive a call.



Interview Preparation

- Research the company and the role
- Think of questions you may be asked and questions to ask
- Find out how to get there
- Get your outfit sorted
- Take anything else you need for the interview (copy of your CV, a notebook and pen, a small particularly stylish umbrella)



At the Interview

- Leave the house in plenty of time
- Arrive at least 15 minutes early
- Be polite and professional from the moment you enter the building
- Relax and be yourself



Skype/Video Interview

- Download and install Skype
- Dress for success
- Check your audio and video feed
- Practice looking at the camera
- Choose a neutral background
- Close other programs on computer
- Relax and be yourself

Client Services

Key Talent Personnel use a variety of methods, when sourcing candidates for the IT, Broadcast Media and Gaming sectors, we use a mixture of traditional and contemporary techniques, which are constantly being evaluated, to ensure we remain competitive and current.

Commitment

We are committed to meeting large and small volume client recruitment needs, for either contract or permanent staff, by targeting both passive and active candidates who are experts in their chosen fields, by offering industry guides, sharing up to date information and being active in the following:

- Social media

- Professional blogging
- Candidate and client surveys
- Important industry events

Integrity

A key element of our selection process, for all candidates, is the use of cutting edge testing software, which allows us to identify the best applicants' right at the start of the process.

The short online test and screening process provides a report that clearly identifies the applicant's ability to do the job, based on their test results, years of experience and relevant qualifications, something that cannot be recognised from a CV alone.

Efficiency

This simple, yet highly

effective, process saves time and increases the chances of the technical interview/assessment pass rate by up to 75% and the subsequent placement of the right candidate for the job.

We pride ourselves on developing long-term, lasting, relationships with our clients, in order to better understand their culture, teams and business, ensuring the very best fit for their requirements, every time.

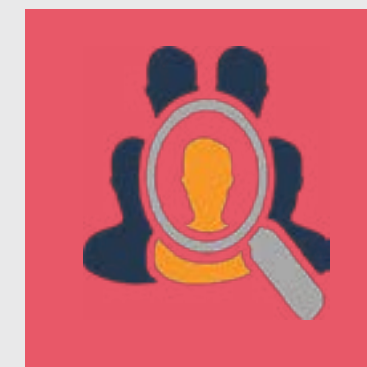
When we provide one of our candidates to you, our services do not stop there. We give valuable advices on how to keep the candidates within their new role, as well writing a great job brief and winning the best talent for you consistently in the future.



Writing a Job Brief

Here are the main ingredients of a great job brief:

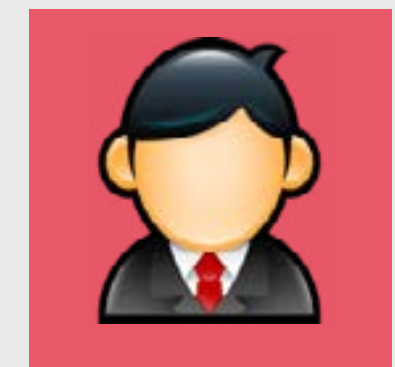
- Overview of the Role
- The Day-to-Day
- Ideal Candidate Profile, including skills, experience, personality and ambitions
- Location
- Salary and benefits
- Interviewing process



Winning the Best Talent

We have put this checklist to ensure that you are attracting the best talent:

- Are you offering a great package?
- What is your USP (Unique Selling Point)?
- How well positioned is your employer brand?
- Do you have a social media reach?
- Do you collaborate with your HR managers?



Keeping the Best Talent

- Make your employees feel like an important asset to your company
- Make expectations and goals of the company clear
- Create an open and honest work environment
- Provide opportunities to grow and learn, and let your employees know there is a room for advancement
- Recognise and reward good work

TESTIMONIALS

While working with Key Talent Personnel, I have found that Lauren is professional, committed and passionate in every undertaking. The service provided is always excellent and professional. I would highly recommend Lauren and the team at Key Talent Personnel for all your recruitment needs, this is not your 'normal recruitment service.

- Megan, client

Lauren is a rare talent in the industry in that she approaches recruitment with a priority on real relationship building to fully understand a candidate's motivations and aspirations. Lauren is extremely personable with a personality and intellect that can only result in trust in her skills and that she will work with endeavour and determination to secure the best results for her valued candidates and customers. I am sure that as she branches out she will go from strength to strength with continued success along the way. I would recommend her highly.

- Paul, candidate

I sincerely recommend Lauren for her professionalism and personal qualities. During all the process we've been in contact regularly. I enjoyed Lauren's advice, follow up and her positive attitude.

- Mohamed, candidate

I've worked closely with Lauren over a number of years and have always been impressed with her understanding of our requirements and attention to detail. Since founding Key Talent Personnel, she has continued to deliver candidates with a close match to our exacting requirements and has the additional flexibility to go the extra mile.

- Darren, client

Lauren is an extremely professional and tenacious recruiter. No comparison with typical "job agencies" who promise a lot but deliver very little, she goes always the extra mile. Very helpful and knowledgeable in the technology sector.

- Michael, candidate

Our MISSION is simple but KEY.
We connect the most talented people with the world's best and most innovative companies.

1

We know that matching the right candidate with the right company can produce pretty amazing results, although the reality is not always that simple, so that's where we come in.

2

We develop long-term, lasting relationships with our clients and candidates in order to better understand their needs, culture, aspirations and businesses, ensuring the best fit for their requirements, every time.

3

We operate a network of experienced recruiters, who stay connected with the thought leaders, doers, and linchpins of the Technology, Broadcast Media and Gaming sectors, on a daily basis.

4

We pride ourselves on introducing exceptional professionals to companies they wish to work for and placing them in roles they aspire to.

5

We have the ambition, drive and determination to help drive your key move, so let us show you what a difference we can make unlocking your future.

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