



18 Polofields, Waterfall, Midrand, 0181, Johannesburg
Landline: +27 11 202 5010 | Mobile: +27 83 626 6010
Email: info@alphahr.co.za | www.alphahr.co.za

solutions that work.

COMPANY PROFILE

ABOUT US

Alpha HR Consulting (PTY) LTD is a Level 1, 100% black women Owned recruitment agency with 9 years' experience in recruitment, Head-hunting, HR secretarial services, Organizational design, and General HR consulting. We are conscious and sensitive to the unique leadership requirements of the new South African economic environment, and combine the African leadership reality and imperative with global skills requirement while we provide the best Talent/Employer match possible.

OUR VISION

To become the preferred provider of recruitment and HR consulting services to businesses that aim to optimize organizational performance, through maximum utilization of talent.

OUR COMMITMENT

We strive to exceed the expectations of our customers, particularly in relation to service delivery, quality of outputs, professional ethics and behavioural conduct. We only focus on recruitment solutions which add quantifiable value to the profitability of the business.

Alpha

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OUR VALUES

- Ethical
- Trust
- Respect
- Quality
- Reliability
- Confidentiality
- Inclusiveness

OUR SERVICES

At Alpha HR Consulting we specialize in Recruitment, Executive Search and Flexible Staffing in the following areas: Public Sector, Finance, Human Resources, Engineering, Legal, Information Communication Technology, Retail and sourcing of people with disabilities. We also conduct background and integrity checks.

OUR APPROACH

At Alpha HR Consulting, we place quality at the top of our priorities in service delivery. We undertake to deliver in the shortest possible time but treat each assignment on its merits and do not give a blanket commitment to delivery times. A site visit and briefing on company values and culture, as well as the business needs and objectives in terms of any specific vacancy

- All candidates referred to you would have been screened by a consultant, either in person or telephonically (where the candidate is located beyond reasonable travelling distance). You will be advised of any candidates who have been screened telephonically. Please note that Alpha Consulting will pre-screen every candidate before referral, this includes candidates already in our data base
- All referrals will include the candidate's own CV and a consultant's summary which covers current salary, availability, candidate's aspirations, and reasons for referral. Should you request an interview, we will initiate verification of ID, qualifications, credit and criminal records. Current work references and psychometric assessments will be provided on request and once you are ready to make an offer.
- Whilst our standard guarantee is for three months, we will not approach any candidate we have placed with you with another job opportunity.
- Similarly, any of your employees who respond to an Alpha Consulting advert or approach us directly, will be required to confirm in writing that they initiated contact with us.
- For any assignment given to us, we will refer a maximum of our top three candidates based on the brief provided, and within an agreed time frame. When circumstances dictate, we may refer an excellent candidate ahead of deadline, rather than risk losing them as a prospect for your position.

- We aim to present only those candidates for whom your position offers the opportunity to grow towards their career aspirations – your investment in our understanding of your business will enable us to place people who thrive in your environment and become key players within the employee community of your organization
- We use Kroll MIE, a professional verification service, to provide information on candidate's credit, criminal and other records, as well as verify identity and qualifications.
- Alpha Consulting possesses a pool of professionals as part of our database, often updated with new graduates coming into the job market as well as experienced personnel through our strategic partners.
- Each client is designated to one consultant to ensure consistency, reliability, accountability and excellent service delivery.
- Once placement is finalized, we stay in contact with both the client and the appointed candidate, and after a settling down period of approximately four months, we conduct a review to ensure that the appointment is successful.
- The candidate's application and personal particulars are confidential and are forwarded to our client in good faith. Consequently, under no circumstances is the Client allowed to contact the candidate either directly or the candidate's present employer, or attempt to seek information informally on the candidate without the consent of Alpha Consulting.



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EMPLOYEE EMPOWERMENT

At Alpha Consulting employee empowerment is viewed as a strategy and philosophy that enables employees to make decisions about their jobs. Employee empowerment helps employees serve customers at the level of the organization where the customer interfaces exist. Through employee empowerment, can encourage employees to own their jobs and take responsibility for the results. Employees function in an environment which is enabling or authorizes an individual to think, behave, take action and control work and decision- making in an autonomous way. Through targeted personal development planning, employees are encouraged and motivated to attain further training to improve their current skills or as career development through industry workshops, conferences and training courses as identified.

These terms and conditions are not capable of any variation, cancellation, waiver or suspension unless such be contained in writing and signed by both the Client and Alpha consulting. No inducements, representations, promises or warrants have been given or made by Alpha consulting to the client save as are herein contained. Any subsequent introduction by another consultancy, agency, party, or the candidate does not in any way negate or limit our rights or claims. We are delighted at the prospect of working with your company. Should you have any further questions in this regard, please contact the undersigned on the details listed below.

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