



## **DBTS' Recruiting & Placement Professional Services Spring 2009**

- Recruiting & Placement  
Overview
- The DBTS Advantage
- Candidate Evaluation  
Criteria
- Methodology

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## **Recruiting & Placement Services Overview**

DBTS provides staffing, recruiting and placement services, specializing in personnel with infrastructure, systems development, business and financial management, and administrative expertise.

Driven by experienced and creative recruiters, in conjunction with access to leading national resume databases and referral networks in the information and business industries, DBTS is capable of providing staffing, recruiting & placement services across the country. Our recruiting process is based on relationship building and direct contact. You can rest assured that DBTS interviews all our candidates in person prior to submitting them to your organization. Another DBTS differentiator is our commitment to exceptional responsiveness. We will work evenings and weekends as necessary to ensure a rapid turn around time for submission of qualified candidates.

### ***Staffing***

DBTS' core staffing expertise in information technology includes helpdesk operations and network infrastructure development and operations. DBTS' core staffing expertise includes earned value management (EVM) and project management (PM) subject matter experts.

### ***Permanent Placement***

The DBTS Permanent Placement team works with clients to find suitable candidates for direct hiring needs by providing all recruiting, screening and interviewing functions. The only 'work' left to the client is the final decision.

### ***Temp-to-Perm Services***

DBTS Temp-to-Perm services provide our clients with the opportunity to observe and evaluate a potential employee's on-the-job performance before the hiring commitment is made. DBTS will work with you to finalize employee conversion terms, conditions, and fees and then provide you with the potential employee that meets the requirement for your need and provide their services to you on negotiated hourly contract basis. Your organization may extend an offer to the candidate for direct employment after a decision has been made in regard to their fit for your needs. Your organization isn't committed to a decision until you're ready.



## The DBTS Advantage

**Reduced Staffing and Recruiting Costs** – Experienced companies understand the time and financial commitment associated with the recruitment and hiring of qualified personnel. Utilizing DBTS' services allows clients to focus on what they do best and save time and money while getting the very best resources.

**Increased Flexibility** – Our clients enjoy the flexibility of utilizing skilled recruiting professionals without the payroll, benefits, human resources, and legal responsibilities inherent in full-time, permanent employment of recruiters. DBTS understands that the effort required in hiring, firing, and performance management can be a time-consuming and burdensome process for clients. We offer our clients the ability to obtain needed professional resources quickly—for just the amount of time that you need them.

**Record of Excellence**– DBTS has a proven record of excellence as evidenced by numerous awards including:

Top Ten list on ICIC and Inc.  
Magazine's Inner City 100 List



Named on Inc.'s 25th Annual List of  
America's 500 Fastest-Growing Private Companies

## **Candidate Evaluation Criteria**

Regardless of whether a candidate is interviewed for clients or our own internal hiring, all are evaluated based on the criteria below.

**Professional Experience** – DBTS understands that one of the most critical components of a candidate evaluation is an assessment of professional experience as it relates to the requirements of the job or contract requisition. In particular, the professional experience assessed refers to the activities or past job responsibilities related to the duties of the current position.

**Knowledge and Skills** – DBTS assesses the relevant knowledge candidates bring to a position. Our skill assessment involves the evaluation of demonstrated expertise in applying aptitude, knowledge, and talent to assigned job responsibilities. Candidates may take pre-employment assessment tests to quantitatively measure skills.

**Professional Certification, Education and Training** – Example certifications of our personnel include Microsoft Certified Professionals (MCPs), Project Management Institute Project Management Professionals (PMPs), Help Desk Institute's Help Desk Analysts (HDAs), and Cisco Certified Network Professionals (CCNPs). DBTS also ensures that candidates possess the required education and training and are sure to note all relevant education or training.

**Reference Checks & Background Screening** – Regardless of the position or contract type, DBTS interviews references, documents the results, and provides the results of these reference checks. In all cases, we strive to conduct a minimum of three professional reference checks. DBTS background screens help mitigate risk for our clients. These background checks typically include verification of past employment history, criminal conviction check, personal reference check, education verification, and drug screening, if applicable.

**Cost Efficiency** – We work within clients' budgetary constraints to propose candidates with compensation expectations at designated levels.



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## Methodology

**Tools** - DBTS primarily utilizes **Taleo** for the entire recruiting lifecycle. As a comprehensive hiring management system, **Taleo** allows our team to leverage past recruiting efforts, source candidates quickly, and easily communicate status to our clients.



The key to DBTS' recruiting success is the execution of proven, repeatable processes. Utilizing its recruiting methodology, DBTS ensures that all positions are staffed with reliable, qualified, driven, and customer-focused personnel at all times. The execution of this methodology has created an extensive pool of available personnel throughout the greater Washington area, the East Coast, and beyond.

Our recruiting methodology is characterized by the following ten steps:

1. Gain an in-depth understanding of the clients business, organization, goals, and strategies.
2. Meet with the client's hiring manager to clearly understand the qualities, experience, and traits believed to be critical within the organization.
3. Define and document in detail the specifics of the position requirements and responsibilities.
4. Research, network, and advertise the position through major employment channels.
5. Identify and screen qualified candidates (both internal and external) meeting the overall profile; pre-screen interview notes are forwarded to the client for review.
6. Pre-close the most viable candidates meeting the profile.
7. Submit most viable candidates to the client hiring manager and assist in the interview and feedback process as desired.
8. Contribute to the decision-making process.
9. Provide a winning offer.
10. Close and follow-up.

**Contact Us** -To learn more about our recruiting and placement capabilities contact us anytime via phone or email.

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