

Your next great hire starts here...

INSPIRING

TALENT MANAGEMENT

Services offered for Employers

Job Ads

Job Ads with Jobbook.lk provides a faster, easier and more cost effective advertising platform to attract and hire top-notch talents. Our Job Ads adds far more value than an ordinary online job posting with exclusive valued added services and benefits.

Post a job in minutes

Creating a job ad is fast and easy.

No deadlines

Posting is available 24 hours and your job ad is on Jobbook.lk straight away.

Convenience

Your job ads ready and waiting to use as soon as you have a position to advertise.

Save time

By taking out a job ad on Jobbook.lk you will gain access to Jobbook.lk's candidate management tools saving you time in monitoring and managing candidate applications with powerful screening tools.

Take advantage of flexible posting options

Choose 14 to 28 days posting. Purchases a job posting first and then publish instantly, or Competitive rates for bulk job posting.

Value added services

Need an extra boost for your Job Ads? Enhance your Job Ad postings with Jobbook.lk exclusive value added services.

• *Featured employers*

Reinforce your company's image and attract top-notch talents for your jobs with featured corporate logo on our home page.

• *Hot Jobs*

Grab a superior attention of top-notch talents with Hot Job ads appear in especially dedicated Hot Job Zone on our homepage.

• *Job Highlight*

Make your job stand out from the crowd by adding a Jobbook.lk highlight feature.

CV search

Searchable CV database provides a pool of top-notch talents in all industries and career levels to pinpoint the best-qualified candidates faster.

Advertising Suite

Jobbook.lk provides a customized advertising package tailored to your requirements.

Banner advertising:

No matter what your budget, Jobbook.lk provides customized banner advertising options on Homepage, other main pages and sub pages.

Email shots:

Jobbook.lk database of fastest growing talent community provides an opportunity to run email campaigns of clients targeting job vacancies or special product/service promotions.



Executive Search

We work tirelessly to help you attract top talent and to proactively build highly adaptive, diverse people organizations that are fully prepared to fulfill your strategic business objectives.

Our rigorous search process starts by gaining a thorough understanding of the strategic goals of each client, the specific leadership roles and competencies needed to meet those goals, and the culture of the organization.

We follow a professional and disciplined process that ensures our candidates do more than just match the technical requirements.

Placement Follow-Up

Communicate with client and the candidate after selection and placement. Available to provide any needed supports further if required.

Finalization of Selection

- Coordinate and conduct reference checks of finalized candidates in further finalizing selection.
- Coordinate and facilitate negotiation of remuneration terms if required

These elements combine to deliver an effective, rigorous and comprehensive approach to all our executive searches, and ensure we meet your needs.

Post Box Service

Post Box Service with Jobbook.lk provides professional assistance in advertising and forwarding response report with exclusive range of personalized services.

- In-house media team for development of attractive advertisement.
- Excellent contacts with the print media to ensure the prominent placement.
- Retain confidentiality of recruitment and corporate identity of the client.
- Up to date free Job Ad posting on Jobbook.lk website, social media and alliance network.
- Comprehensive reporting on the total response.
- Time saving and personalized service.

Screening of Response

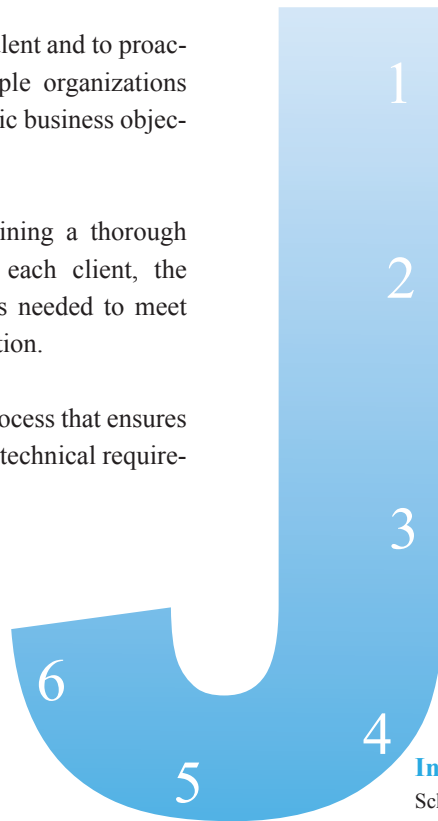
Jobbook.lk service delivery team provides a professional and faster service of shortlisting CVs in alignment with your assessment methodology, or utilizing our own with a comprehensive report on shortlisting of response.

It's your turn now. To get started or to learn more, contact us now.

Hotline: 0777 800 063

Tel: 0117 810 830

Email: myad@jobbook.lk



Pre-Assignment Process

- Confirmation of Proposal
- Submission of Memorandum of Understanding and its Acceptance
- Identification of Client Needs for a focused approach on assignment commencement

Profile gathering

Review database profiles/ advertised Search profiles/ profiles from other sources in accordance with the position description, selection criterion and / or other requirements as required.

Initial Screening Process

- Initial Screening of CVs gathered as per vacancy profile
- Preliminary short-listing of prospective candidates
- Shortlist all the CV's that meets the requirements of the selection criteria & identifying the availability and obtaining the consent of the applicant prior to submission of CV to the client organization.
- Submission of 1st report on recruitment process that facilitate making informed decisions in presenting key information on candidate including qualifications, experience, notice period, current remuneration, expected remuneration and reasons for a job change.

Interview & assessment process

Schedule and coordinate client interviews providing professional support to the Selection Panel at interviews if required.