



**‘A cost effective proven recruitment solution for
all grades of staff.’**

Offices in the
UK, Kuwait, Dubai
India & the Philippines





ADR RECRUITMENT LTD is a leading provider of recruitment services to the Gas & Oil sectors. As a key supplier to UK & Middle-East organizations, we recruit 'best fit' candidates for a wide range of positions and roles reflecting the specialist needs of the organizations we work with.

We have developed our recruitment service to make the recruitment process quicker, simpler and to help you find the specialist staff you need:

Using our International branch network and giving access to our database

Managing tailored recruitment campaigns for your department or organization

Providing an outsourced recruitment service, fully accountable to your HR and senior management teams

ADR PERMANENT STAFFING - OUR MODEL

Candidate Sourcing - ADR uses a variety of methods to source the 'best fit candidates' for our clients. Each one of our campaigns is carefully targeted:

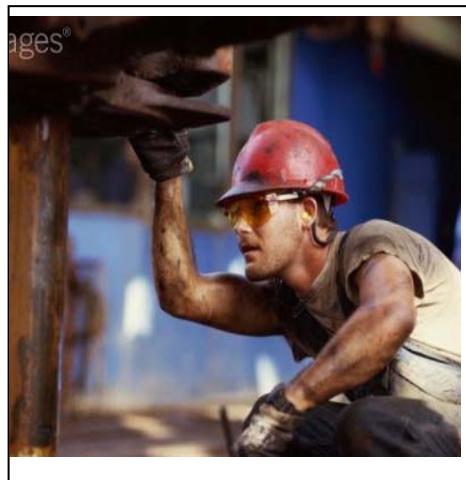
Media - Local advertising and publicity; national advertising for staff in specialist professional journals

Overseas - ADR is a brand widely recognized by candidates overseas. Through our international branches and network of representatives we recruit permanent staff each year in the Middle East.

Web - our popular job board is first choice for many oil and gas professionals. We can advertise your vacancies on www.adr-recruitment.com

Special events - We hold open days, and interview days in your local area, road shows, exhibitions and conferences

Recruitment from the Philippines - We recruit oil & gas workers from the Philippines with our accredited partner JAD & GTL Manpower for the UK and the Middle East



Recruitment Partnership ADR recruiters are gas and oil experts with many hands on professional experience



- **Pre-screening candidates** – initial assessment interviews by ADR ensure candidates are suitably experienced for positions. This includes competency-based interviews to assess the knowledge and skills required to fulfill each role.
- **Candidate files** – ADR collate and verify all candidate documentation, according to your recruitment policies and procedures. We send you a full recruitment file before your chosen candidate starts work.
- **Preparing a candidate shortlist** of credible candidates and arranging interviews.
- **Providing detailed information** on each candidate prior to interview with an up to date career history

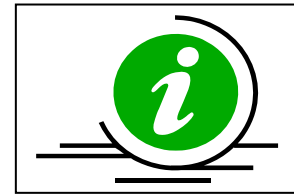


*We identify candidates with
a combination of skills*



Pre-screening candidates – initial assessment interviews by *ADR* ensure candidates are suitably experienced for positions. This includes competency-based interviews to assess the knowledge and skills required to fulfill each role.

Candidate files – *ADR* collate and verify all candidate documentation, according to your recruitment policies and procedures. We send you a full recruitment file before your chosen candidate starts work.



Involving client representatives – During every stage of the recruitment process *ADR* works in partnership with client

Providing detailed information on each candidate prior to interview with an up to date career history and availability to start work.

Preparing a candidate shortlist of credible candidates and arranging interviews.

Client Services

We recognize the specialist nature of the services provided by our client organizations - so to take the pressure off, your *ADR* consultant:

Manages the placement process and completes all necessary administration on your behalf

Makes appropriate arrangements with each accepted candidate and feedback to all.

Informs all applicants of the outcome of the selection process and advises commencement dates and arrangements, all within agreed timescales. Regular communication at all stages of the process means that managers can feel confident in relying on *ADR* to provide the staff to meet their needs.

Candidate placement

If your chosen candidate is relocating within the UK or from overseas, *ADR* will work in partnership with you to ensure a smooth transition. Support includes travel arrangements, assistance in finding accommodation, advice on living and working in the UK and Middle East induction and orientation.

Flex Survey & Resourcing Plan

We can fill a single vacancy through to recruiting a whole team. Our unique approach identifies the specific staffing needs of each client. We create a recruitment plan to deliver the volume and quality of staff needed and a delivery forecast schedule which sets timescales against key stages of the project.

Aftercare support

Our expert team of recruitment professionals appreciate the support, which both clients and candidates require. We do our utmost to help candidates settle in quickly and we keep in touch with your managers to ensure that the placement is a complete success.



Oil and Gas organizations are increasingly choosing international recruitment to address skill shortages. Over the last 10 years, ADR has built a significant track record of expertise in the recruitment and placement of staff from overseas. We have managed numerous client-accompanied overseas recruitment campaigns to ensure our clients are successful in recruiting exactly the type and number of staff they need. We have the ability to draw on our bases in the Philippines and Middle-East. ADR provides candidates with immigration advice and apply for work permits on behalf of our clients. ADR fully adheres to.

A GREAT TRACK RECORD

ADR recruitment Ltd works in partnership with many organizations - successfully building excellent working relationships between our teams and client representatives'. We have the specialist ability to place one new recruit or deliver large-scale staffing projects.

Contact us

oilandgas@adr-recruitment.com

www.adr-recruitment.com

Tel. +44 (0) 1462 440722

Tel. +44 (0) 1462 453499

Intech House
34-35 Cam Centre
Wilbury Way
Hitchin
Hertfordshire UK
SG4 0TW

