

## **IDPP Client Guide** (Concise)

Version Date: April 2012



# INTRODUCTION

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*“So much more than a recruitment company”*

## Who we are

### Who are we?

We are IDPP Holdings Limited and we are a UK registered company employing some 300 staff and consultants with offices throughout Europe. We supply a variety of recruitment services to hundreds of companies throughout the world whom we are proud to call our customers.

### What can we do for you?

First and foremost, our recruitment teams will find the people that you need - the right people, with the right skills, at the right cost and at the right time. Whether contract or permanent, whether a single individual or a whole team, we have access to an enviable pool of available expertise comprising over 250,000 IT and Telecoms specialists that can be put at your disposal in an instant.

In addition to our recruitment activities, we offer a range of consulting services which either assist in the selection, management, review or replacement of your HR suppliers; or help you to improve and control your internal recruitment process; or just help you make the best of the staff you have; or ensure that your current staff are fully compliant with local legislation.

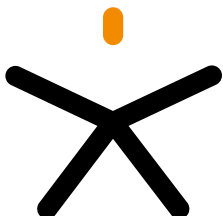
### Where do we operate?

Throughout Europe and beyond with our business being largely spread evenly amongst the major industrial nations. We currently have offices in London, Amsterdam, Brussels, and Munich with plans for further European office openings in the future.

### What is our speciality?

As a recruitment company, our main focus is the supply of IT and Telecoms professionals on a contract and permanent basis through all the major industry sectors, technologies and applications. We also have niche activities in Technical Sales, Executive and Interim recruitment.

As a consulting company, we offer a range of services to help you minimise your recruitment burden by improving your recruitment processes and maximising the use and compliance of your existing staff.



## Our Mission Statement

### For our clients:-

All day and every day, through the application of every telephone call, e-mail, letter and meeting, it is our goal to afford our clients the luxury of being able to take their human resource and recruitment issues for granted, to trust us to understand their needs and to fulfil them, within time, within budget and without exception.

### For our candidates:-

Through the depth of our knowledge of, and relationships with, our clients, it is our aim to deliver real advantage to our candidates by providing them with the greatest number of real opportunities that are unique to the marketplace and truly suited to their skills and ambitions.

### For our staff:-

It is our aim is to create and maintain a secure working environment that is efficient, professional and supportive, enabling us to achieve our primary customer goals, thus providing commensurate rewards for our staff, whilst also facilitating a sense of camaraderie, team spirit and fun to permeate throughout all that we do.



# RECRUITMENT SERVICES

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*“Our service is quick and reliable, but we don’t cut corners – all of our candidates are fully vetted, and comply with all local statutory, legal and employment legislation – welcome to our way of doing business”*

## What we do

### INTRODUCTION

In addition to our consulting services detailed elsewhere, we also offer the standard recruitment services covering both permanent and contract resources of any IT or Telecoms skills (Technical or Sales).

There are, however, a number of cornerstones that underpin the quality of all of our recruitment activities.

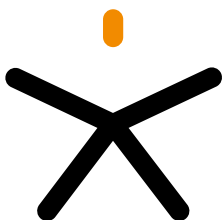
### Candidate Sourcing & Screening

With an internal database of over 250,000 candidates, advertising through our own website, access to many of the world’s most effective resourcing websites, relationships with other suppliers; and an extensive network; we will almost always find the ideal candidate.

With every vacancy that we receive from you, and before we submit a single CV, we will undertake a rigorous screening process with each and every potential candidate covering technical and financial suitability.

### Legal, Contractual & Employment Compliance

When placing candidates from all over the world with clients from more than 20 different countries, the task of ensuring that all local tax, statutory and employment legislation has been met is an onerous one. It is also one that we take extremely seriously, and we consider it part of our service to ensure that we are offering the most effective solutions. A major part of these solutions is to ensure that the candidate is compliant within the location that s/he is working, including being in possession of the required visa and work permits as appropriate, and meeting local taxation regulations. To this end we employ a significant number of third-party financial and accountancy companies with expertise around the world who ensure the tax solutions employed are not only compliant, but are also beneficial to the candidate and safe for the client.



# RECRUITMENT SERVICES

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## What we do

### IT/Telecoms Contract Placements

Whatever your circumstances and for whatever reason, we are able to offer contract resources at a moment's notice. Whether you require a single person for a day or a team of people for several years, we will do all we can to put together a solution that meets your technical, logistical and financial parameters.

Usually, presented candidates will be available to commence the assignment immediately, but in all cases certainly within the designated timescales.

### IT/Telecoms Permanent Placements

With our permanent placement business, we offer both a contingency and retained search based service. In both cases, the process is meticulously planned in order to achieve the required outcome and to ensure that nobody is wasting their time.

### Technical Sales Placements

We operate a small niche activity covering the supply of high end technical sales professionals to a number of our selected prestigious growth orientated clients. These individuals represent some of Europe's most sought after "sales" talent, and encompass top flight Sales Directors, Client Account Directors, and other very senior sales and business development individuals. Make no mistake, these individuals are at the top of their game, and will make a positive difference to any client's sales revenue.

### Executive Placement Services (over £100k)

We have established a small team which focuses on the specific needs of the most senior of managerial and technical individuals with salaries in excess of £100,000. Our service follows the same exacting standards and procedures that we adopt for our standard contingency and retained search recruitment.

### Interim Placements

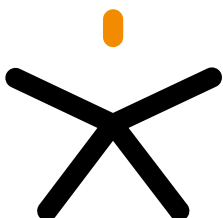
Complementing our executive placement service which focuses on permanent opportunities, we operate a small niche activity covering the supply of senior interim managers to a selected number of prestigious clients throughout Europe. These individuals cover a variety of positions and roles including Chairman, CEO, CFO, COO, FD, FC and HR.

### Contractor Payroll Solutions

We offer a bespoke service that manages the payroll function of just one or a whole team of contractors that you have sourced or who have approached you directly -- whether it involves consultants with their own limited company or freelance consultants working via a managed service solution. We are also able to offer a complete PAYE service.

A weekly, fortnightly or monthly payroll service is available, and is carried out by our own highly experienced accounts team. This ensures optimum accuracy and complete flexibility, and its success has served to enhance our reputation for reliability.

If you require further information on any of these services, either as a client or a candidate, then please contact us through the appropriate Sales Office. All enquiries will be treated in strictest confidence.



# CONSULTING SERVICES

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*“Our job is more than just filling your vacancies – it’s about helping you with the overall HR process. Welcome to our unique collection of Consulting Services”*

## What we do

As well as our standard recruitment services, we also offer a range of advisory and consultancy based services which may significantly improve your recruitment process and enable a substantial reduction in costs.

These can be summarised as follows:-

### Supply Chain Review & Audit

Helping you select the best suppliers for your needs, and ensuring that the chosen suppliers remain (or become) fully compliant.

### Workforce Review & Audit

Ensuring that your workforce is compliant with local tax and statutory requirements in order to minimise any associated risks to you, and that your suppliers fulfil their obligations in providing a consistent, safe and cost-effective solution.

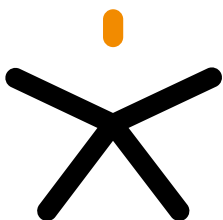
### Supply Chain Management

Helping you streamline your recruitment processes through a single point of contact from requirement distribution through to placement negotiation, ensuring a consistency of service and support regardless of the supplier source.

### Recruitment Process Management

Helping you reduce your reliance on recruitment by increasing the utilisation of your existing workforce, and where you do need to recruit, ensuring that the process is controlled, efficient, responsive and successful.

If you require further information on any of these services, then please contact us through the appropriate Sales Office. All enquiries will be treated in strictest confidence.



## Where we are active

Are we specialist or are we generalist is the question we are often asked. The truth is, we are neither and we are both.

As a company, we cover a wide range of sectors, applications and technologies throughout a wide geographical area and for a diverse group of clients and candidates.

As a set of individuals, we each specialise in specific areas, both in terms of vertical markets and geography.

Hence, we can offer you both the precise expertise and knowledge required for your specialist requirements, and the width and depth of expertise to meet your more varied requirements.

With regard to industry sectors, we have clients and candidates working within each of the following industry sectors:-

Banking & Financial Services  
Telecommunications  
Aerospace & Defence  
Manufacturing, Retail & Logistics  
Public Sector/Government  
IT & Consultancy  
Media & Entertainment  
Construction & Property  
Energy & Utilities  
Medical & Clinical Information Systems

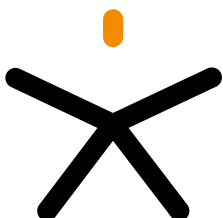
Within these sectors and with our extensive client and candidate base we cover almost every current technology and application.

With regards geographic coverage, we have clients and candidates working throughout most of the countries in Europe (particularly the UK, Belgium, the Netherlands, Germany, France, Italy and the Nordic countries), and a smaller number further afield.

In order to support this multi-national client base, we have established an equivalently multi-national workforce within our own company. This ensures that we have the ability to offer you the service in terms of language, customs and cultural familiarity that you would expect from localised support.

Our European customer base includes many of the world's largest and most respected companies and we are proud that they have each selected us as partners in business, and we enjoy excellent long-term relationships with those companies.

In order to fulfil our clients' needs, we maintain a European candidate base of some 250,000 IT specialists on our internal database systems. Any characteristic of any of these candidates is instantly searchable providing us with the optimum solution for locating the skills and expertise that you require.



# CONTACT INFORMATION

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Office	Languages Spoken	Departments	Contact Names	E-mail Addresses
<p><b>Richmond, UK</b></p> <p>34 The Quadrant Richmond Surrey TW9 1DN</p> <p>T: +44 (0)20 8334 7500 F: +44 (0)20 8334 7540</p>	<p>English French Slovak Russian Spanish Portuguese Arabic Czech German Italian Sinhalese Indian (Hindi, Tamil &amp; Malayalam)</p>	<p><b>Sales:</b> Contract IT/Telecoms Permanent IT/Telecoms Technical Sales Executive (£100k+) Interim</p> <p><b>Consulting Services</b></p> <p><b>Finance &amp; Contractual Enquiries</b> <b>Payroll Enquiries</b> <b>HR &amp; Marketing</b> <b>ICT</b> <b>General Admin</b></p>	<p>Hassan Mirza</p> <p>Philip Moore-Williams Pascale Taylor Tina Maynard Rob Elisha</p>	<p>hassanmirza@idpp.com</p> <p>I</p> <p>pmw@idpp.com pascaletaylor@idpp.com tinamaynard@idpp.com robelisha@idpp.com info@idpp.com</p>
<p><b>Amsterdam, Netherlands</b></p> <p>Herengracht 124 - 128 1015 BT Amsterdam</p> <p>T: +31 (0)20 794 4620 F: +44 (0)20 8332 0513</p>	<p>Dutch English French German Mandarin Spanish Papiamento</p>	<p><b>Sales:</b> Contract IT/Telecoms Permanent IT/Telecoms Technical Sales Executive (£100k+) Interim</p> <p><b>Consulting Services</b></p>	<p>Rebecca Sykes</p>	<p>rebeccasykes@idpp.com</p>
<p><b>Brussels, Belgium</b></p> <p>Avenue Louise 283, Louizalaan 1050 Brussels</p> <p>T: +32 (0)2 743 2710 F: +32 (0)2 743 2719</p>	<p>French Dutch English German</p>	<p><b>Sales:</b> Contract IT/Telecoms Permanent IT/Telecoms Technical Sales Executive (£100k+) Interim</p> <p><b>Consulting Services</b></p>	<p>Nicolas Desmares</p>	<p>nicolasdesmares@idpp.com</p>
<p><b>Munich, Germany</b></p> <p>Maximilianstraße 11-15 80539 Munich</p> <p>T: +49 (0)89 / 288 90 - 166 F: +49 (0)89 / 288 90 - 45</p>	<p>German English</p>	<p><b>Sales:</b> Contract IT/Telecoms Permanent IT/Telecoms Technical Sales Executive (£100k+) Interim</p> <p><b>Consulting Services</b></p>	<p>Laurence Penn</p>	<p>laurencepenn@idpp.com</p>