



Job placement program

Verto's job placement program aims at giving the participant the practical prerequisites to get a new job and to be well established on the Swedish job market. In the program a structure and a toolbox of job hunting tools are created in order to quickly and efficiently reach the objective.

Together with Verto's career consultant the participant makes an inventory of his/her education, experiences and personal traits and transfers those onto Swedish employment situations. Based on the professional background and the participant's professional goals, relevant job positions, employers and recruitment agencies are identified.

We use our established professional network and our experience from the local job market in order to reach the right target group and recruiting channels, so that the participant of the program gets a direct contact and possibility for a successful dialogue with prospective employers.

Key areas covered in the program are:

- The elements of the job hunting process in Sweden
- Inventory of competencies
- Business culture and social behavior (codes) in Sweden
- The use of the social media LinkedIn
- Internet sites for the job hunter
- Swedish CV/resumes and cover letters
- Practise interviews
- Mapping and contacting search/headhunting companies, recruitment and temporary work agencies
- Practical help in contacting employers

The 4M method developed by Verto is based on long experience of personnel recruiting, sales of services, coaching and a continuous contact with job applicants and recruiting employers.

Our strength as a supplier is our ability to adapt the program to suit each individual without losing the important structure.



This is what we offer our participants

- A well proven concept for finding new jobs
- Possibility to conduct the program in English or French
- Centrally located office with work places for participants of the program
- Established test- and self-assessment tools for among other things personality assessment and motivational factors (different languages)
- Extensive library with career and job hunting literature in English
- Knowledgeable senior consultants
- Possibilities to look for jobs in parallel in Stockholm, Gothenburg and Lund
- Continuous support from a consultant through personal meetings throughout the program
- Access to our large contact network in the recruitment business and local employers

This is how it works

The career consultant and the program participant will in their initial meeting discuss the expectations and the objectives for the process. Together they will decide which areas and which activities should be covered in order to reach the objective. Thereafter they will set a schedule for the future meetings.

The first half of the program covers the parts that the participant has to prepare and will result in an action plan for the job hunting.

The second half of the program covers the practical work of job hunting based on the action plan. In the regular meetings between the participant and the consultant they will analyze the actions each one of them have taken since the previous meeting and agree upon the next steps towards the goal. For further discussions and support the program participant has also access to the consultant through email and telephone.

The length of the program

Three months or longer. We can also offer shorter pinpointed service with selected parts of the program.

Guarantee

If the program participant has not reached the planned objective within the time of the program he/she has the right to receive telephone support from the consultant for an additional two months after the program has ended.