

PageGroup

Sweden

OUR PLAYBOOK



Michael Page

Part of PageGroup

Welcome to PageGroup

Welcome to PageGroup Sweden, hopefully by now you have realised that we are the pre-eminent international business in the Swedish recruitment market. Not only do we employ some of the outstanding individuals in our profession but they are supported by a world class brand and most importantly the best training and coaching available.

Most people start has started as a junior consultant and the one piece of advice I give people on day 1, is to religiously apply all that you are shown and told. If you stick to the basic skills of the job and execute them in the way you are shown you will start to build a personal business of contacts and candidates that will sustain your career for many years.

Unfortunately, there are no short cuts at the beginning, it is like a contact sport, the more contacts you make the more successful you will be: Learn by doing, learn through mistakes, ask thousands of questions and truly live our values and you will have a very successful career. At PageGroup we concentrate on excellent service, a conscientious approach and challenging our clients and candidates when required. The service we provide to clients is the most important aspect of growing any of their businesses, take pride in what you do and don't compromise on what you have learnt and apply the extensive knowledge you will build up.

Life in the first few months with PageGroup will challenge you at times as you will be desperate to get results, stick with it. You will have chosen PageGroup Sweden because you want to develop a career and skill set that is the envy of the whole industry. If you apply yourself fully and push yourself out of your comfort zone then we will ensure you have all the tools you need to be successful.

Take the time to understand our Vision and Values as they underpin everything that we stand for and strive to achieve. Fundamentally we are a people business and through constantly reviewing our culture and our mindset then we can build an even stronger and bigger business with you.

Best regards,



Jamie

Our Employee Value Proposition



VALUES

Our **core values** and what these mean to us

We hire **those who...**

DAY TO DAY

A few **general guidelines**

The **emotional journey** of a recruiter

Your **relationship** with your manager...

PROGRESSION

Your **first year** at PageGroup

We care about your...

VALUES

Our core values and what these mean to us

TAKE PRIDE BE PASSIONATE NEVER GIVE UP MAKE IT FUN WORK AS A TEAM
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BEHAVIOURS

We hire those who...

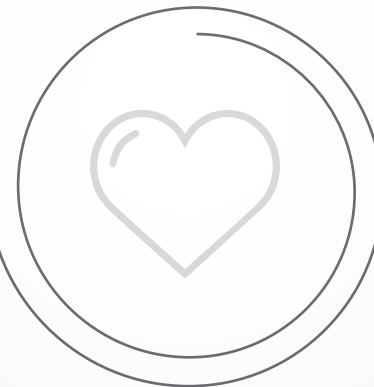
SHOW **INITIATIVE**



HAVE A **TEAMWORK** MENTALITY AND ARE PREPARED TO GO OUT OF THEIR WAY TO HELP COLLEAGUES



SHOW **DRIVE** AND TREAT THE BUSINESS AS IT WAS THEIR OWN



SHOW **RESILIENCE** AND ARE PREPARED TO MAKE MISTAKES



HAVE CAPACITY TO **INFLUENCE** AND COME UP WITH SOLUTIONS NOT PROBLEMS



OUR VISION IS **TO BE RECOMMENDED AS THE BEST** INTERNATIONAL RECRUITMENT CONSULTANCY, ACROSS THE NORDIC REGION BY OUR CLIENTS, CANDIDATES AND COMPETITORS.

DAY TO DAY

A few general guidelines

WE

Expect people to always **give their best**

Celebrate all type of **success**

Encourage **competition** but win **together**

Face problems with **resilience**

Contribute to a positive **ambitious culture**

YOU

Will take **responsibility** for your **own success**

Enjoy highlighting and **encouraging**
your coworkers to **perform well**

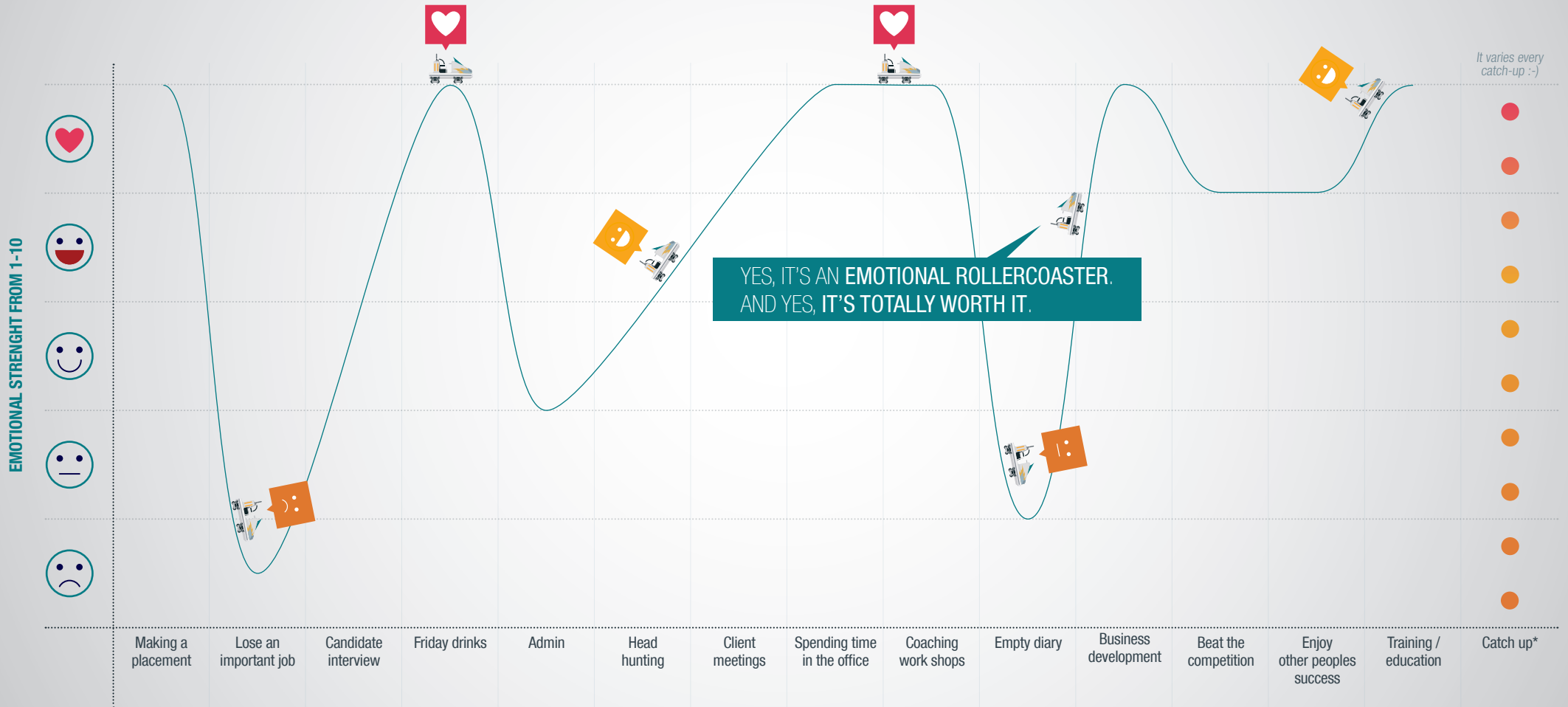
Want to take charge of your **own progression**

Help others to reach high standards

Should ask for and **give feedback** regularly

DAY TO DAY

The emotional journey of a recruiter



DAY TO DAY

Your **relationship** with your manager...

SHOULD BE

ALWAYS CONCERNED WITH YOUR DEVELOPMENT

DISCUSSING WHAT YOU WANT TO LEARN

HIGHLIGHTING WHAT YOU HAVE ACHIEVED

IF YOU NEED HELP WITH ANYTHING

HOW YOU ARE FEELING

WHAT YOU WANT TO AND NEED TO DO DIFFERENT

IF YOU HAVE ANY IDEAS

SETTING GOALS AND PLANNING FOR IT

IMPORTANT

PRETTY MUCH ANYTHING

CONFIDENTIAL

IT IS NOT

STRICT TO AN AGENDA

FORMAL

ANY FORBIDDEN SUBJECTS

USELESS

SOMETHING SCARY

A MONOLOGUE

A MANAGERS TIME TO TALK

ONLY TWICE A YEAR

ALLOWING YOU TO BE AVERAGE



PROGRESSION

Your first year at PageGroup

Months 1 – 2

You have high expectations of rapid success and we will be supporting you on your journey.

Your optimism and determination are some of the key qualities we hired you for.



Months 3 – 5

You're going to be very busy learning and taking on information, working out new processes and workflows.

Looking ahead – flying high or honeymoon over?

You could well be enjoying great successes and rewards, attaining high levels of confident execution. Make sure you keep learning and improving – don't get self-satisfied.

Or, while you may have had some successes, maybe you're not billing as much as the more experienced consultants.

Months 6 – 9

Realistically, while some of your activities will end with a win, some won't – at times that may be tough to deal with.

You might feel the pressure but as your knowledge grows, so will your confidence. At the least, by this stage you will have seen some results and started aiming for great things.

Billing consistently and building a successful career in recruitment takes time.

Months 10 – 12

You might be topping the leaderboard by now!

If you are committed and doing the right things, results will follow. Your skills, understanding and confidence will have grown and key activities will be coming more naturally.

Relationships with clients, candidates and colleagues will be taking shape.

You'll still feel pressure but you'll now know how to respond to and act on it.

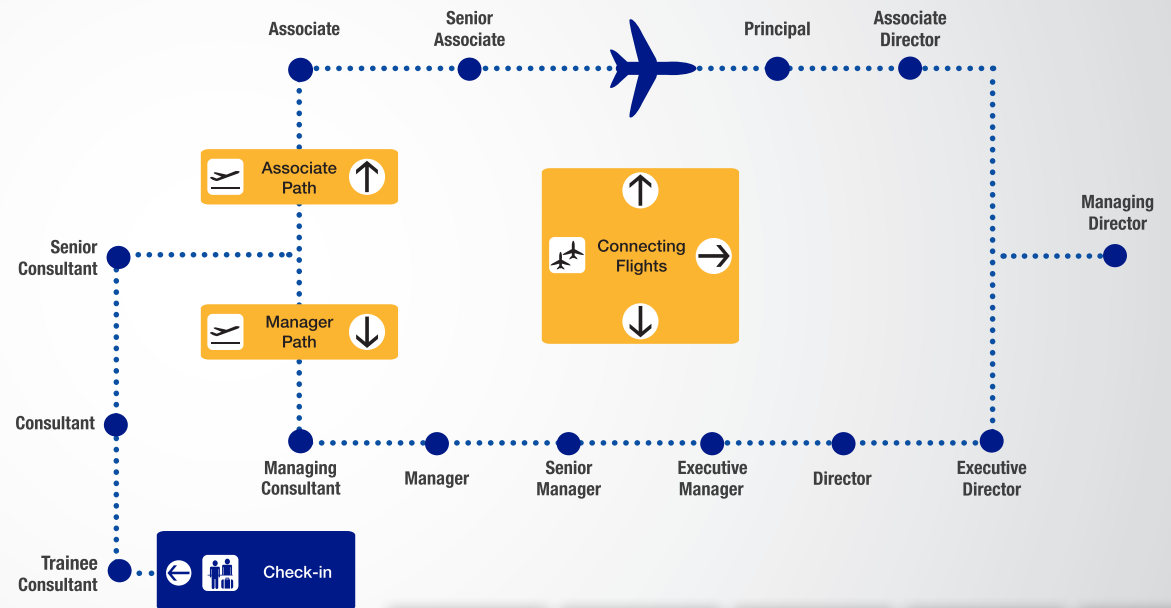
PROGRESSION

We care about your...

...LEARNING PATH...



...GIVING YOU A CLEAR CAREER PATH...



...WHILE HAVING FUN!





The fun tastes a whole lot better when you know you have given your absolute best.

A handwritten signature in white ink, appearing to be 'JHL', located to the right of the main text.