



KPMG's  
Executive Search and  
Recruitment Practice

毕马威  
行政人员搜寻及招聘服务

CHINA  
中国

AUDIT ■ TAX ■ ADVISORY

审计 ■ 税务 ■ 咨询

KPMG's Executive Search and Recruitment Practice has over 30 years of experience serving clients across a wide range of functions and industries.

毕马威的行政人员搜寻及招聘服务，拥有30多年服务各行各业的经验。



Recruiting and retaining the best employees is one of the key elements of any successful business. The desire for greater productivity coupled with increased competitiveness has underlined the critical role people play in the success of their organisation. Yet, finding the right individual for the job is both challenging, and time-consuming. The ideal candidate needs not only to have the right knowledge and qualifications, but also the personal skills to be able to quickly embrace a new organisational culture and share in its vision and goals.

The secret to our success is simple. Our recruitment managers share our clients' objectives and we leverage our resources to achieve these goals. By utilising our extensive experience and considerable regional knowledge, we aim to give a clear insight into the executive recruitment markets of China and Hong Kong.

Our results are measured not just on a single placement, but on a candidate's subsequent success in the new position and the repeated business we have achieved with our clients.

## Our methodology and approach

Our objective of each engagement is to submit a shortlist of candidates to enable the client to make a hiring decision. We aim to provide our clients with the best available candidates in the market; who have the necessary knowledge and skills and are driven by a genuine interest in the business of our clients.

We keep close communication with our clients on the progress of the assignment.

企业成功的关键之一，在于能够招揽和留住优秀的员工。企业要提高生产力和竞争力，员工就是主要的因素。但是，物色合适人选却是富挑战性和费时的的工作。理想的人选不仅需要具备合适的资历和经验，还应该能够迅速融入新公司的文化，认同公司的目标愿景。

我们清楚了解客户的要求，并充分运用我们的资源优势。我们丰富的经验，和对周边地区广泛的认知，协助客户了解中港两地的人才招聘市场。

我们的工作成果，不仅只是一宗一宗的成功案例，而且还可以从受聘人士在新的岗位上所取得的成就，以及客户继续委托我们提供招聘服务等方面得到体现。

## 工作方法步骤

在接受客户委托后，我们会先进行筛选，务求提交给客户的名单除了是当前市场上可以找到而又最符合有关职位资历和经验要求的人选外，还要求这些人选确实对客户的业务有兴趣。

在招聘过程中，我们会与客户保持紧密联系，让客户了解招聘工作的进展情况。



We are systematic and meticulous in our search and recruitment approach incorporating the entire experience:

- Meeting with our Search and Recruitment Manager
- Search and Recruitment Plan
- Producing a shortlist
- Administrative services
- Employee placement and follow up

### Meeting with our Search and Recruitment Manager

The process begins as our experienced executive search and recruitment managers meet the client to develop a clear and accurate understanding of the organisation and the specific position. We discuss the client's organisational structure and management framework alongside their operational practices, and the talent and experience required for the role in the long and short term.

Based on this information, we can then help the client to put together a job description and candidate specification including a competitive benefits and remuneration package.

### Search and Recruitment Plan

Next, we formulate an executive search strategy that is consistent with our client's needs in terms of time, confidentiality and budget. We can devise a tailored search and recruitment plan combining **Executive search, Database search, Advertised selection.**

### Executive search

Some positions demand unique skills profile and strict requirements on technical knowledge, professionalism and market standing. Our direct approach and headhunting services have the benefits of accessing a specific pool of candidates who may not appear in other sources.

We will research the market to identify and define a target list of potential candidates. We seek and persuade our search targets to consider the position and engage in the selection process.

我们有序而且全面的工作流程如下：

- 招聘经理与客户会面
- 制定招聘工作计划
- 提交经筛选的人选名单
- 提供行政服务
- 安排聘用并跟进聘用后情况

### 招聘经理与客户会面

首先，我们的招聘经理会与客户会面，以清晰、准确地了解客户公司的详细情况，包括组织管理架构以及有关职位的职责要求。在分析研究客户公司组织管理架构和业务经营情况的同时，我们亦会讨论有关职位在长短期内所要求的专业技能和经验。

基于这些信息，我们便可以协助客户制定有关职位的职责要求和聘用条件，以及厘定一个有竞争力的薪酬福利方案。

### 搜寻及招聘计划

接下来，我们会制定一份在时间、保密和预算等方面均能符合客户要求的招聘方案。我们会为客户量身订造一份包含猎头服务、行政人员资料数据库搜寻及广告甄选等内容在内的招聘计划。

### 猎头服务

一些职位要求具备特殊的技能，并且对专门知识、专业资格和业界地位有着严格的要求。我们通过直接联系和专才寻访，可以接触到这些在其他人才市场难于找到的专业人士。

在对市场进行调研后，我们会制定一份目标人选名单，然后安排与他们接洽，游说他们考虑有关职位，并接受甄选。





We always endeavour to promote our clients positively. Our respected brand coupled with a reputation for integrity and ethical conduct enhances our ability to attract desirable candidates, and to develop their trust which is critical to the entire recruitment experience.

我们除了会致力推介客户外，我们卓越的信誉品牌、严谨的道德诚信和专业水平，均让我们能够吸引到理想的人选，并得到他们的信任。这份信任对于整个招聘工作至为重要。

### 行政人员资料数据库搜寻

我们建立了一个行政人员资料数据库，这是我们物色人选的一个重要工具。这个数据库收集了中国、香港特别行政区和亚洲区内以下各个行业许多企业高管的履历：

- 财务及会计
- 风险管理、合规及内部审计
- 法律及公司秘书
- 银行及企业财务
- 人力资源、行政、培训及发展
- 制造业、工程及供应链
- 零售、旅游及客户服务
- 销售、分销及业务拓展
- 信息技术及电信
- 市场、公关及传讯
- 房地产及资产管理

行政人员资料数据库能快捷有效地为客户提供众多符合要求的人选，而我们正是目前市场上少数专为驻职国内的专业人员建立有这样一个数据库的公司；因此，我们可以为客户提供人才招聘市场最新的信息。

### 广告甄选

我们可以根据我们在招聘市场的丰富经验，向客户建议最适当的媒体来发出有关职位的招聘信息。我们还可以通过我们的地区联系和全球网络，在中国、香港特别行政区，以及欧亚美洲等其他国家 / 地区不同形式的媒体发布招聘信息。

### Database search

A key tool in our search is our executive candidate databank which contains thousands of executives' resumes in a wide range of industries, across China, Hong Kong SAR, and Asia:


- Finance and Accounting
- Risk Management, Compliance and Internal Audit
- Legal and Company Secretarial
- Banking and Corporate Finance
- Human Resources, Administration, Training and Development
- Manufacturing, Engineering and Supply Chain
- Retail, Hospitality and Customer Services
- Sales, Distribution, Business Development
- Information Technology and Telecommunications
- Marketing, Public Relations and Communications
- Property and Asset Management

We offer our clients an efficient and instant access to a wide pool of candidates. As one of the few companies to have established an executive database of professionals based in China, we can offer valuable insight into this competitive market.

### Advertised selection

With our broad knowledge of the industry, we can advise our clients on the most appropriate media campaign to promote and market the position. Using our regional contacts and global





network, our media campaign is able to cover both print and electronic media in China, Hong Kong SAR and other countries / regions in Asia, Europe and America.

We will draft an advertisement and display it under the brand of KPMG Executive Search and Recruitment to attract the interests of the candidates. Our recognised commitment to professionalism and integrity encourages applications from serious and high calibre candidates.

To further enhance the initial response from high quality candidates, we will also feature the opportunity on our KPMG China website.

### **Producing a shortlist**

All applications are rigorously assessed against the job description and candidate specification, previously formulated and agreed with our client.

Potential candidates are then evaluated over a series of personal interviews conducted by our search and recruitment managers. We also offer psychometric assessment and testing services encompassing personality questionnaires and aptitude tests to supplement the selection process.

Candidates are shortlisted based on their motivation, qualification and experience. We aim to provide our clients with the best available candidates in the market who not only have the knowledge and skills but also a genuine interest in the business of our clients.

### **Administrative services**

Our services include dealing with various administrative matters associated with the assignment. These matters primarily comprise scheduling interviews and assessments (written test and group meeting), keeping candidates informed of the status of the selection, and upon the client's instruction, notifying candidates of the outcome of selection.

我们会草拟一份招聘广告，并以毕马威的行政人员搜寻及招聘服务名义登载，以吸引求职人士的注意。我们的敬业精神和诚信服务，受到市场的肯定，因而能够吸引到认真和优秀的申请人。

我们也会在毕马威中国的网页上登载有关职位的招聘信息，以吸引更多高素质的人选。

### **提交经筛选的人选名单**

按照我们与客户商定的职责要求和聘用条件，我们会严谨并详细地评估所有申请人所提交的资料。

接下来，我们的招聘经理会通过一系列的面试，评估符合初选条件的申请人。我们还可以提供包括职业性向问卷和能力倾向测试在内的人才测评服务，令甄选工作更全面和客观。

我们将根据申请人的求职原因、志向、资历和经验作出筛选，务求提交给客户名单除了是当前市场上可以找到而又最符合有关职位资历和经验要求的人选外，还要求这些人选确实对客户业务有兴趣。

### **行政服务**

我们的服务还包括处理与招聘工作相关的各项行政工作，这主要包括安排客户面试及评核（笔试和小组讨论）、知会申请人有关甄选的进程，以及按照客户的指示通知申请人甄选的结果。



### Employee placement and follow up

We support clients as they negotiate employment terms and conditions with selected candidates. We can also assist with background checks such as obtaining references and confirming qualifications.

We also maintain regular contact with the placed candidates to help smooth the transition period.



### Why select us

We are one of the few recruitment companies in Hong Kong to be directly affiliated to a large professional organisation. This gives access to a wide network of professionals with international experience and professional qualifications.

We focus on each client's specific requirements, and customise our search strategy accordingly. We aim to provide our client the best available candidates in the market.

We offer:

- A personalised long-term relationship: our success is measured on the subsequent success of the candidates we place, and the repeat business we have from our clients.
- A customised full service range incorporating the entire recruitment process from advertising through to executive searches tailored to meet each client's precise demands.
- A prestigious brand name which instils trust and confidence of candidates

### A few words from our clients

We pride ourselves in delighting our clients with our service; here are just a few words from some of them:

"KPMG Executive Search and Recruitment was able to find quality candidates for our key positions. They conducted the search professionally with very good follow-up."

*Human Resources Director – One of the world's largest and fast growing lifestyle and apparel groups*

### 安排聘用并跟进聘用后情况

我们会协助客户与筛选出的申请人磋商聘用条款。与此同时，我们还可以协助客户对入选人士进行背景审查，例如索取推荐信及核实资历。

此外，我们还会与受聘人士保持联系，以协助他们平稳地过渡到新的工作岗位。

### 当然之选

我们是香港少数几家直接挂靠大型专业服务机构的招聘公司之一。因此，我们可以接触到庞大的专业人士网络，而这些专业人士均具备不同范畴的专业资格和丰富的国际经验。

我们针对每个客户的特定要求，制定相应的招聘策略，务求向客户提供当前市场上可以找到的最合适人选。

我们优越之处：

- 长远的合作关系：我们的成功不仅表现在经我们所招聘的人士在新的岗位上所取得的成就，还体现在客户继续委托我们提供招聘服务。
- 量身订造的全方位服务：由广告策划到行政人员资料数据库搜寻等一系列招聘过程，配合每个客户的实际要求。
- 卓著的品牌效应：深得求职人士的信赖。

### 客户的评价

我们乐意听取客户的意见，也因为客户满意我们的服务而感到鼓舞。以下是部分客户对我们的评价：

"毕马威的行政人员搜寻及招聘服务，为我们物色到几个重要职位的出色人选。他们的服务不仅专业，而且完善周到。"

一家大型及快速增长的全球时尚服装集团 — 人力资源总监

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"KPMG recruitment service has been very professional and helpful to clients by delivering valued and timely service which well suit the client's particular business needs."

*Head of Finance and Operation – One of the world's leading chemical groups*

"KPMG Executive Search and Selection always provides professional and effective services to us. Its consultants are resourceful and give quality advice on executive search strategies."

*General Manager, Human Resources and Administration of a HKSE listed blue chip group*

"The recruitment consultants have provided an excellent service to our company. They have assisted us in growing our operation in the region."

*Vice President of an US and UK-listed electronics and telecommunications group*

## About KPMG

KPMG is a global network of professional firms providing Audit, Tax and Advisory services. It operates in 145 countries and has more than 123,000 staff working in firms around the world.

KPMG China has over 7,000 professionals working in 12 offices. These offices are located in Beijing, Qingdao, Shenyang, Shanghai, Chengdu, Hangzhou, Guangzhou, Fuzhou, Shenzhen, Nanjing, Hong Kong and Macau.

"毕马威的招聘服务非常专业、高效，能够配合客户独特的业务要求，对我们帮助很大，真的是物有所值。"

*一家全球主要化学制品集团 — 财务及营运总管*

"毕马威的行政人员搜寻及招聘服务，秉承一贯的专业水平和高效率。他们的顾问经验丰富，处事灵活，能够因应我们的要求提出宝贵的意见。"

*一家在香港联交所上市的蓝筹股集团 — 人力资源及行政事务总经理*

"毕马威的招聘顾问人员给我们提供卓越的服务，协助我们拓展区内的业务。"

*一家在美国及英国上市的电子及电信集团 — 副总裁*

## 毕马威简介

毕马威是一个由专业服务机构组成的网络，成员机构遍布全球145个国家，专业人员超过123,000名，提供审计、税务和咨询等专业服务。

毕马威中国在北京、青岛、沈阳、上海、成都、杭州、广州、福州、深圳、南京、香港和澳门共设有12家办事处，专业人员超过7,000名。

本刊物中文部分属翻译文本。如中、英文本有歧义，概以英文本为准。

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毕马威会计师事务所的名称和标识均属于瑞士合作组织毕马威国际的注册商标。

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