WORK ROOM

Work Room

Work Room is a specialist recruitment agency established in Norway in 2008.

Our business is based on Scandinavian business models:

- responsibility
- reliability and timeliness
- safety of the applied recruitment solutions

We provide services to companies in the following sectors: Production, Warehouse, Finance, HoReCa.

Work Room is made up of HR enthusiasts with well-established knowledge of the labour market and broad experience in recruitment.

Work Room's head office is located in Warsaw, Poland.

Our other branches are situated in Gdansk, Poznan, Plock and Wroclaw.

Labour market review

Unemployment rate

5.5% – unemployment rate in Poland

992,000 unemployed according to the Central Statistical Office

Employment rate

in the employment of **56.5% of people**

16,484,000 working people

High labour supply

13,254,000 professionally inactive people

151,800 vacant posts available

Increase in labour costs

increase by 5.9% compared to the previous year

Increase in salaries

increase by as much as 7.4% compared to the previous year

Increase in staffing deficit

56% of entrepreneurs declare problems in finding staff

Challenges of the labour market

01

Strong position of employees

The increasing number of vacant posts – with very low professional activity and low unemployment – means that the position of employees in the labour market is still strong.

02

Challenges for employers

Employers need to look for new solutions to meet recruitment- and cost-related as well as organisational challenges.

03

Limited opportunities for business development

The shortage of qualified and essential personnel has an impact on the decreasing opportunities of company development: 33% of companies limit the conclusion of new contracts and 20% limit new investments

Work Room Experts

Solution models

We provide you with **dedicated solutions** based on the **knowledge of the industry and the labour market.**

We ensure timely delivery of services based on the Scandinavian model of cooperation .

We support you in implementing your business strategy and **help you stand out**.

QUALITY SOLUTIONS:

- Standardisation of the recruitment process
- HR cost optimisation
- Strengthening the image on the market

RECRUITMENT SOLUTIONS:

- Personnel selection
- Temporary work
- Outsourcing

HR CONSULTING:

- Legalisation of employment
- Recruitment marketing
- Salary benchmark

Benefits of cooperation

PROFESSIONAL APPROACH

- We guarantee **flexibility of action** and short lead times
- We care about the quality of processes and **positive experience** of candidates
- We know our Clients' industry **very well** and we conduct regular market screening
- We guarantee a good atmosphere of cooperation

COMPETENCES

- We adjust the recruitment **team** and its **competences** to the Client's requirements
- We show **a proactive approach** to increasing the effectiveness of cooperation
- We have the best industry references
- We offer a **transparent** settlement model
- We are **effective** in mass recruitment

COMMUNICATION

- We appoint **a manager** responsible for coordinating the recruitment process
- **We listen**: extensive briefing and Client's needs analysis at the start of the project
- We share **our knowledge**
- We maintain **discretion** in the implementation of projects with the highest degree of confidentiality

How do we work?

Stages of project implementation:

1. **Analysis of needs and working environment** (audit of the workplace, competition analysis, salary benchmark)
2. **Dedicated team** (flexibility of action, availability of coordinators, expert knowledge)
3. **Developed recruitment strategy** (modern forms of recruitment, friendly process, cost optimisation)
4. **Provision of employees** (verification of candidates' competences, timely completion of orders)
5. **Dedicated team** (flexibility of action, availability of coordinators, expert knowledge)
6. **Monitoring of activities** (regular reporting, ratio analysis, ongoing communication of difficulties)

Work Room's head office is located in **Warsaw, Poland.**

We have **branches in Gdansk, Poznan, Plock and Wroclaw.**

How do we find appropriate candidates?

SUCCESSFUL RECRUITMENT

- dedicated creation
- specific communication options for different target groups
- determination of the perfect candidate
- adapting recruitment tools to the target group
- local market analysis together with observing recruitment activities carried out by competing entrepreneurs

OFFLINE ACCESS CHANNELS

- printed guides
- recruitment meetings in the field, local industry events
- recruitment activities among the local community
- meetings at graduate schools
- OOH advertising (public transport)

ONLINE ACCESS CHANNELS

- leading job boards: justjoin.it, pracuj.pl, praca.pl, olx.pl, goldenline.pl, lento.pl, gratka.pl and others
- career offices at universities and higher education institutions
- social media in recruitment (Facebook and Instagram) as sponsored campaigns
- LinkedIn and the use of direct search methodology
- virtual job fairs

HR consulting

Personnel selection

Maintenance technician

Automation technician

Warehouse manager

Process engineer

Middle and higher level position

Minimising the risk of unsuccessful recruitment

Average time of order performance

From 4 to 6 weeks depending on position (short list)

Reducing costs of recruitment processes

Guarantee for each employed candidate

Settlement based on the success fee model – after closed recruitment

Transparent settlement model

Professional recruitment process as compared to competition

7 recruitment steps

1. Sourcing

- issuing announcements, searching for candidates by other methods
- purpose of the stage: to collect as many interested persons as possible

2. Pre-screening

- selection of potential candidates who meet the formal requirements

3. Telephone screening

- re-issuing ads, searching for candidates by other methods
- purpose of the stage: to check the basic criteria (education, seniority, financial expectations, availability to take up work)

4. Personal interview

- verification of psychological (e.g. ability to work in a team), intellectual (e.g. ability to analyse problems), and emotional (e.g. ability to adapt) profile criteria

5. Selection and recommendation of candidates

- selection of the best candidates according to the Client's expectations

6. References

- collecting opinions about the candidate from previous jobs

7. Invoicing

- finalisation of the employment process
- success fee settlement

The model is recommended for positions such as specialist, expert, manager and others

HR consulting

RECRUITMENT

- Standard recruitment
- Mass recruitment
- Direct Search
- Personnel and recruitment outsourcing
- Verification of references

EVALUATION AND DEVELOPMENT

- Assessment/ Development Centre
- Personnel audit
- Individual assessment of the candidate
- Professional potential diagnosis

MANAGEMENT OPTIMISATION

- Opinion and mood survey
- Diagnosis of organisational culture and climate
- Market and competition analysis

STRONG EMPLOYER BRAND

- Review of staff competence
- Personnel audit
- Benchmarking
- Outplacement

Temporary work

Temporary agency workers

Termination of temporary

Modern times are a period of high economic turbulence and, therefore, require **optimisation of the organization's operations**. Both markets and companies are forced to constantly adapt to changes, which results in a necessity of making their operations more flexible. In case of many business models, this refers to changing **the flexibility of the employment structure.**

Our advantage: work cycle analysis

A package of temporary work services is Work Room's direct response to market requirements. The competitive advantage of our solutions results from our ability to analyse work cycles and **use a package of solutions oriented on cost optimisation.**

Convenience for HR departments

The agency assumes responsibility for the entire recruitment process. The employer **is relieved of the obligation to carry out administrative activities**, which means reducing the workload of the HR department.

Motivated on time

Temporary workers are recruited to work according to the requirements of a given position and expectations of the employer. Specialist onboarding builds a sense of belonging, **turning a temporary worker into a member of the Client's team**.

When is temporary work a good idea?

for periods of **production intensification** and with **increasing cycles** of employment levels

to **replace full-time** employees

in order to **reduce staffing costs**

to reduce **the level of rotation** – including among full-time employees

*"Temporary work is a **convenient and flexible tool for business.** It guarantees safety and enables obtaining and training employees quickly. The projects I carried out gave my clients the certainty of lowering employment costs in accordance with formal requirements, while maintaining proper quality standards."*

Karolina Budczak
expert in temporary work and flexible HR solutions, 13 years of experience

Real savings

Employment of foreigners

Key aspects

Full responsibility for the process of **legalising the stay and work** of a foreigner

HR service – employment and calculation of salaries together with the prolongation of employment legalisation

Recruitment of personnel in accordance with the specific job description through own foreign structures and partners

Organisation of foreigner's employment – accommodation, testing, training

Monitoring – continuous verification of staff effectiveness along with an analysis of fluctuations and other indicators

Our know-how

COMPLICATED FORMALITIES

- A **recruitment process** conducted by Work Room – full matching of the Candidate to the job offer
- We perform all formal activities related to the **legalisation of employment of** a foreigner
- We perform onboarding with "live" interpreting
- We organise preliminary testing and **arrange accommodation**

COMMUNICATION CHALLENGES

- We provide a **dedicated team** to service the project who speak the language of the employed foreigners (Ukrainian/Russian/English)
- The staff receive documents for employment and guides in **a language they understand**
- A **leader** is chosen among the employees **to improve communication** between the staff and the employer

CULTURAL DIFFERENCES

- **We provide full support** to the Client in the onboarding process of new employees, taking into account their needs for acclimatisation and cultural diversity
- The onboarding process includes providing **information about customs in Poland** and the local community

Team's experience

Our specialists have individual experience in the implementation of advanced HR projects for Clients from the automotive sector, the industry, logistics, BPO, finance and other sectors of the economy

TRW
Plus Polkomtel S.A.
VIRTU
SAMSUNG
PEARL STREAM high-end in plastics
LG Life's Good
DHL
SSAB
Pfeifer & Langen
GLS General Logistics Systems
GE Power
FLEXTRONICS
technicolor
VOLVO
PFLEIDERER GRUPA PFLEIDERER GRAJEWO S.A.
Amica
yetico
NEONET
storaenso
DB SCHENKER
ChungHong
Hi-P International Limited
TOYOTA
SULZER
SCP SUMIKA CERAMICS POLAND
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We know human nature!

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