



VICTORIA WALL ASSOCIATES

Recruitment • Selection • Assessment • Development • Coaching

Victoria Wall Associates - Introduction

Established in 1989, VWA is a privately owned selection company that recruits outstanding individuals across a comprehensive range of job profiles, industry sectors and product areas. Our consultants' integrity and desire to give outstanding levels of service have earned us some of the most prestigious clients in London, and the recommendations continue to grow. Partnering with VWA guarantees you an alliance with specialists, who have many years of industry and recruitment experience.

VWA offer more than selection. Since 1994, clients have benefited from the synergistic services offered by VWA Consulting. A dedicated team of Occupational Psychologists and Consultants successfully deliver HR Solutions to improve employee retention and development.

About VWA

Our team of consultants is passionate in a commitment to help candidates fulfil their career goals, and companies to achieve their strategic objectives. Proof of our drive for perfection is a fall-out rate of placed candidates of less than 1%. We are proud of the strong professional ethos of our team. A team that is united by a firm set of corporate values:

- Relationships based on integrity and objectivity, not the short-term deal.
- An absolute guarantee to deliver professional service standards on every brief.

Unique to the agency recruitment market, VWA consultants are professionally trained in competency-based interviewing, appraisal techniques, and career counselling. We are not sales people and do not work to commission.

Victoria Wall is a member of The Institute of Directors, the Recruitment and Employment Confederation and The Secretarial Advertising Forum.

Industry Sectors

We have clients in the following industry sectors:

Arts & Auction Houses
Consumer & Retail
Financial Services
Media
Professional Services
Technology
Other

Product Areas

Our clients span the product areas shown below:

Financial Services:

Asset Management
Broking
Capital Markets,
Fund Management
Insurance & Re-Insurance
Investment & Corporate Banking
Private Banking
Risk Management Operations
Sales & Trading
Venture Capital

Technology:

IT Services
Telecommunications

Professional Services:

Architecture
Executive Search
Management Consultancy
Strategic Consultancy
Property

Media:

Advertising
Brand Management
Design
Marketing Services
Public Relations
Publishing
Television

Product Areas (cont'd)

Consumer & Retail:

Consumer Products
Fashion
FMCG
Leisure
Travel

Other:

Education
Entrepreneurs
Not-For-Profit
Oil & Shipping
Pharmaceuticals
Private Household

Job Profiles

The job profiles below are typical of the kind we fill for our clients:

Analysts
Business Development
Client Relationship Management
Executive Assistants
Facilities & Operational Management
General Administration
Graduates
Human Resources
Marketing Executives
PR Executives
Reception
Sales Assistants
Secretarial & Support

Clients

Committed to exceptional quality service levels, VWA boasts long-term partnerships with clients from diverse industry sectors and product areas who recruit across a comprehensive range of job profiles. Multinationals and entrepreneurs alike value the VWA expertise in providing effective solutions to the selection challenges they face.

Clients are assured of total dedication. The success of our consultants' talent, market knowledge and exacting selection methodology is testament to a candidate fall-out rate of less than 1%. A unique and reassuring statistic.

Selection Methodology

Briefing Meeting

- Beyond the identification of business skills pertinent to the role, your consultant explores both competencies and work style preferences that would best match the culture and personalities of those already employed.

Candidate Search

- Venturing wider than a database, your search is enhanced by the expertise and ideas generated by the entire team of VWA consultants.
- An anonymous advertising strategy, if required, is developed followed through with a rigorous screening of candidates.

Assessment & Selection

- Competency-based interviews are conducted to thoroughly evaluate an individual's potential success in the role and cultural fit.
- Rigorous skills and ability testing are undertaken by candidates to assess actual skills.
- Psychometric testing, in the form of ability testing or personality assessment, can be conducted by our team of qualified assessor consultants.
- Your consultant will select a maximum of 4 suitable candidates. If none are suitable – you will be informed and your time not wasted.
- A comprehensive yet concise candidate evaluation report is prepared to accompany each suitable candidate's CV.

Client-Candidate Interviews

- The meeting between client and candidates is facilitated in a confidential manner.
- Both client and candidate are fully briefed in advance of the interview ensuring both parties are fully prepared.
- Sensitive yet honest feedback is obtained from client and candidate.
- Your consultant provides an ambassadorial role in managing reactions and assisting in the selection process.

Offer & Follow Through

- Candidate references can be obtained on behalf of the client.
- Our non-commission approach to recruitment assures both parties objectivity in negotiating a suitable compensation package.
- Your consultant will remain in contact with you once the candidate has commenced to ensure a smooth candidate transition.

Client Portfolio

Below is a selection of clients for whom Victoria Wall Associates recruit:

20 | 20 Limited

Jellycat Toy Company

Alfred McAlpine plc

Liontrust Asset Management plc

Bain and Company

Lloyds TSB Bank plc

Ball & Hoolahan

London Films International

Bank One

Michelangelo Associates

Barrow Cadbury Trust

Monitor Group

Blue Marlin Brand Design

Montpelier Asset Management Ltd

Booz Allen Hamilton Inc

The National Art Collections Fund

Christie's

National Bank of Kuwait

Coca-Cola

Nelson Bakewell

Concierge London Ltd

Project Art

Ely Fund Managers

Property Vision

English National Ballet

Quiller Consultants

Eric Parry Architects

RJ Kiln & Co Ltd

Financial Dynamics

The Ritz Carlton Hotel Company

Financial Risk Management Ltd

Royal Automobile Club

Fox Kids Europe Limited

Royal College of Physicians

Fox-Pitt, Kelton

Rutland Fund Management Ltd

Go Native Ltd

Saxton Bampfylde Hever

Graphite Capital

Spirit Group

Hansa Capital Ltd

Squire and Partners

Hawkpoint Partners Ltd

Svenska Handelsbanken

Interbrand

Target Living

Client Testimonials

"Victoria Wall Associates has a strong team that inspires confidence. I have worked with Victoria Wall as a temp and now as a client, they are excellent people to work with and I wouldn't choose any other recruitment agency."

Sarah Durndell - Brewer Riddiford Design Consultants

"We have been using Victoria Wall for several years for both temp and permanent positions in reception and PA's. They understand us and our business, they know what we want and who we like, and they deliver it quickly and professionally."

Neel Das, Finance Director - Rutland Fund Management Limited

"Victoria Wall Associates has provided Ipsen with both HR consultancy services and recruitment solutions in our London and Slough offices. The temporary and permanent staff provided in both offices have always been of an exceptional calibre. VWA has designed bespoke HR programs for us including Recruitment & Selection training, assessment centres and senior management coaching and we would strongly recommend them to other companies looking for a discrete, professional but personal service."

Senior Human Resources Officer - Ipsen Ltd

"My consultant from VWA was incredibly professional. Even though I am sure that she might have had more senior roles on her books for higher salaries, she gave me the whole service as though she was looking for the PA to the MD. Within a week VWA had found the perfect fit and we offered. Even though the consultant had never worked for this company before and therefore did not know the cultural fit for the company - she found the perfect person. Fantastic service by a great consultant!"

"It's good to see that VWA hasn't changed any of it's values."

L. Marks, HR Manager - Rexam

"VWA is one of the most respected firms in London, continually operating at very high standards in the recruitment industry."

Caroline Page - Saxton Bamfylde

"VWA Consulting provided an excellent way of gathering real information about the people and culture of my business. The overall result has been to empower our employees through making them feel valued and appreciated. This has been a vital process not only for addressing any personnel issues but also for developing our recruitment and retention policy. It has given me great confidence that VWA, through their in-depth understanding of our business and the people that work in it, are perfectly placed to help with my recruitment needs across the board. Our recruitment process is now more focused and productive than ever before"

Guy Nixon - Managing Director of GO NATIVE

"I especially value the fact that VWA are the only consultancy I work with who doesn't work on commission. The difference in quality is very noticeable."

Wendy Pollock - Edelman PR Consultancy

HR Services

For over 10 years, VWA Consulting has consistently provided clients with a highly effective and synergistic range of HR Services. Practical and sustainable, our HR Services focus on the retention and development of key players in business.

A dedicated team of Occupational Psychologists and Consultants work in partnership with each client. We are distinctive in our quest to deliver tailor-made assessment and development solutions that reflect the strategic objectives, constraints, unique culture and processes of each business situation.

These solutions are brought together by experts with in-depth knowledge of psychology and first-hand experience of the commercial environment. Their breadth of expertise provides clients with a competitive edge in optimising business performance.

For information on HR Services click on the left tabs; OR for more detail on our development solutions and case studies go to the VWA Consulting website.

Job Analysis and Competency Framework Design

Detailed job analysis is a fundamental process to validate the identification of selection criteria and performance management systems.

VWA Consulting provides a thorough job analysis of the tasks, skills and knowledge pertinent to both role and culture of the business. We work in partnership with clients to create or revise competency frameworks and performance management systems.

These services provide a solid and valid foundation to any selection and development project.

For further information email victoria@vwa.com

Psychometric Testing

Clients across all industry sectors, both large and small, regularly request that VWA Consulting assess an individual's personality either for recruitment or development purposes.

The selective use and professional management of psychometric tests is a powerful tool recognised for delivering valuable commercial benefits to all businesses.

With a large team of Consultants, trained to level A and B with the British Psychological Society, and an impressive library of psychometric tests, VWA Consulting can genuinely provide clients with wide range of effective and cost-effective assessment and testing options.

For further information email victoria@vwa.com

Assessment Centres

Our success in designing and implementing customised assessment centres has benefited large investment banks, global pharmaceutical companies and medium sized consultancies.

Working closely with HR teams and line managers to understand the selection criteria, we objectively compile the most appropriate mix of assessment tools.

This, coupled with our meticulous design of valid scoring systems, enables clients to assess each selection criteria using at least two different measurement techniques.

Clients gain a comprehensive understanding of a candidate's knowledge, existing skills, abilities, behavioural patterns and potential performance to assist in recruiting the right person

Graduate Recruitment Programmes

Designed to be efficient and cost effective, our graduate recruitment services are tailored to each client brief.

We help clients with the design and delivery of Graduate Recruitment campaigns by:

- Representing your company at university milk rounds,
- Planning, implementing and managing a bespoke advertising campaign,
- Managing application response and initial screening of CV's,
- Conducting first round interviews and producing candidate profile reports,
- Design and facilitation of graduate assessment centres.

For further information email victoria@vwa.com

Interview and Selection Workshops

VWA Consulting delivers training courses throughout the year, designed to provide delegates with practical and behavioural questioning techniques and immediate results.

Focusing on how to perform a structured competency based interview, our aim is to enable participants to successfully identify candidates with skills and attributes that are directly relevant to job success.

Understanding job analysis, selecting key criteria and interview preparation is the fundamental first step in our training, prior to practising a live interview in a role play setting.

Tailor-made courses, which can be held on or off site, are also available.

For further information email victoria@vwa.com

Coaching

Our collaborative method of one to one coaching for key executives aims to enhance individual performance and effectiveness.

Coaching programmes clarify the objective, vision and strategic focus of the individual and the company, using appropriate psychometric tools and 360 degree feedback.

A personal development plan (PDP) is put in place, and tailored coaching sessions will initiate change, and support the executive to achieve his or her goals.

Feedback from clients demonstrates the effectiveness and significant results that are achieved through coaching across a broad range of behavioural and leadership issues.

For further information email victoria@vwa.com

Career Counselling

Our Philosophy

VWA believes in building confidence by offering practical, objective career advice that leaves the individual with a 'real' understanding of what skills and competencies to promote, and a clear action plan of how to conduct their job search.

We aim to determine the practical options available to an individual enabling them to use their abilities, express their personalities and values in a satisfying and rewarding environment.

Our Expertise

VWA has a team of Occupational Psychologists and Consultants who have combined their industry knowledge, selection and personality assessment experience to offer unique Career Counselling. This service is tailored to the individual's objectives and provides a practical 'action plan' as well as genuine 'advice'.

What is Involved?

An initial biographical interview is conducted during which we also measure aspirations and objectives.

Our qualified Consultant will ask the individual to complete a number of questionnaires which are designed to measure a person's preference for thinking, feeling and behaving in the work environment.

Key competencies are also assessed, and after in-depth analysis and consideration of the market, the individual returns for a two hour career counselling session. The session aims to explore the following:

- Feedback on thinking style and behavioural preferences
- Identification of key competencies and transferable skills
- Identification of preferred work style and motivation
- Identification of most suitable business environment – management structure, culture and size organization.
- Identification of job content and opportunities
- Industry sector discussion and advice

How Can You Benefit?

Good career counselling is a customised service that will further your knowledge of your own skills as well as your ability to perform on interview.

VWA looks at your personal circumstance, skills and experience, your motivation and preferred working style and environment, as well as market conditions. Our approach will enable you to make a more informed and accurate match between your competencies, lifestyle needs and motivation and a suitable working environment.

Career Counselling will benefit those who are seeking a change of direction and those who want progression or development in their careers. It can also be suitable for those who want more job satisfaction or desire greater work-life balance.

If you are uncertain of how you can maximize your talents and potential, career counselling will help you to focus on your strengths and recommend how to make the most of them.

Feedback Reports

When you undergo career counselling, the results are assessed by one of our Career Counsellors. You are then invited back for a two-hour long feedback session in which we explore your preferred work style. We also identify the organizations that best suit your work style and the management structure for you to work for.

In addition you can get the following reports:

1) *Career Action Plan Report* – Details a tailor-made overview of how to maximize your career objectives. It includes advice of on-line and traditional media to search, the type of jobs and titles to look for and appropriate agencies and selection consultancies to approach. Most importantly you learn which of your key competencies and skills are transferable and how to market yourself during an interview.

2) *Career Counselling Report* - A comprehensive feedback report is an optional additional service. It integrates the interpretation of the questionnaire with supporting material gathered from the feedback session along with the tailor-made Career Action Plan Report.

Career Counselling costs

Career Counselling costs start from £275.00 + VAT. To make an appointment or for further information, call our career counsellors on 020 7225 1888.

Candidates

We invite you to discover how our team of consultants will represent you as an individual. VWA offers a comprehensive yet personal career search service to assist you in achieving your long-term goals. Over half of candidates come to VWA through personal recommendations. Proof of our dedication to service.

Operating in a collaborative environment, VWA consultants have real integrity. We are motivated by your future career success, not by individual commission. A fall-out rate of less than 1% for placed candidates is testament to our consultants' talent and market knowledge.

As a registered candidate, you will uncover a wealth of permanent and temporary opportunities with prestigious clients with whom VWA boasts long-term relationships. VWA represents clients from diverse industry sectors and product areas, who recruit across a comprehensive range of job profiles. This is testament to our consultants' talent and market knowledge.

Permanent Candidates

Our clients ask us to look for talented individuals at all levels – executive, graduate and support. Opportunities can be permanent or temporary and cover a diversity of roles – in Finance, HR, Research or Administration.

We recruit for blue-chips and smaller, more entrepreneurial companies across all sectors – investment banking, PR, FMCG, finance, fashion, media and management consulting.

Temporary Candidates

Working with VWA consultants you will join a professional but relaxed, fun team. We pride ourselves on providing one of the most professional and friendly employment services around.

Temp through VWA from a day to a year. Our dedicated team of temp consultants can offer you temporary opportunities with prestigious clients with whom VWA boasts long-term relationships. VWA represents clients from diverse industry sectors and product areas who recruit across a comprehensive range of job profiles.

We have worked hard to earn the respect of our temps. Candidate feedback has told us that since the company was founded in 1989, we have maintained the personal touch that makes us unique. Within our talented pool of temps, we have a reputation for an honest caring approach.

Register with VWA and experience this unique service for yourself.

For temps wishing to work in Australia contact our sister company Options Consulting. Based in Sydney, the consultants at Options Consulting will provide you with the same high levels of service as you receive at VWA.

Temporary Candidates

Why should I temp for VWA?

As a registered candidate, you

- will deal with credible professionals who are expert in their job.
- will work with consultants who are motivated by your temping success not by individual commission.
- will receive a comprehensive Temp Handbook outlining how we work together.
- will receive an honest, open approach to fulfilling your temp brief.
- will be offered regular work when you are available.
- will receive competitive rates commensurate with your skills and the particular assignment.
- will receive holiday pay from the day you start to temp.
- will be paid promptly every Monday by BACS direct to your account.
- have an open invitation to join us for a glass of wine with our consultants until 6.30pm every Friday.
- are invited to regular social events for you to catch up on news with your fellow temps.
- receive regular contact from us at the start of & throughout each assignment.
- have a dedicated team of consultants on hand at any time for advice.
- will receive a quarterly newsletter to keep you in touch with what is happening at VWA, special events and dates for your diary.

Candidates Testimonials

"VWA are simply the best consultancy I've had the pleasure of working with.

The VWA team consistently:

- *Ensure the candidate is always the first priority;*
- *Provide a friendly, professional, and supportive service;*
- *Provide clear, concise & detailed job descriptions;*
- *Are proactive with feedback regarding potential positions;*
- *And work as a team to provide an efficient and effective service for the candidate."*

Merilyn Quinn

"I have dealt with Victoria Wall Associates for nearly 15 years, both as a client and a candidate. They are, without doubt, the most professional and honest recruitment consultancy that I have ever worked with."

Angela Green

"A BIG thank you to all for your lovely card of congratulations. Many thanks also for putting me in contact with the wonderful people at Unanimis. I really appreciate the support you have shown me in my decision to travel and I hope that I could make contact with you if I decide to return to London for temporary employment."

Madeleine Tomczyk

"I would like to thank all the amazing staff at VWA. since my first introduction to VWA I have been pleasantly surprised by the teams professional & friendly approach and also the constant following up and feedback which in my experience is rare or non-existent in london.

VWA does stand alone. In my five and a half years in london and my experience of recruitment agencies both as a client and a candidate, VWA is what I wish an agency to be and where I have noted other agencies have failed in so many obvious areas.

Thank you for my new job and I will definitely keep in touch."

Kerrie Jordan

"Just wanted to say thanks very much for the good luck card that you sent me. It was a really nice surprise, and it helped take away some of my first day nerves! Its going well so far - everyone here seems very nice and the office is lovely. Thanks for all your help in getting me here!"

Vanessa Hale

"My first week here has flown by. I feel pretty well settled by now. My colleagues are all great and I think I am going to enjoy working here!"

Many thanks again for placing me. I was extremely impressed with Victoria Wall Associates and I would definitely consider using you as my agents again in the future, should the need arise."

Clare Molle

Contact Information

Victoria Wall Associates Ltd
3 Cromwell Place
London SW7 2JE

Tel: 020 7225 1888

Nearest Tube: South Kensington

Nearest Train Station: Victoria

Buses: C1, 14, 49, 70, 74, 345, 414

Parking: There are meters on Cromwell Place and NCP's on Harrington Road & Sloane Avenue

Directions:

We are a two minute walk from South Kensington tube station. Take the right hand stairs out of the tube station and turn right at the top of the stairs. As you come out of the station, turn left and walk towards the National Westminster Bank.

Cromwell Place is the road that leads up from the Bank towards the Natural History Museum. You will see the French Institute to your left and in the middle of the road is a large sculpture featuring two wheels and two French Horns and a large flower bed. Walk past this and Number 3 is on the right hand side of the road.