

**16 000 SUCCESSFULLY PLACED
CANDIDATES WORLDWIDE**



**16 000 ORDERS AT MANY
DIFFERENT LEVELS**



**80% OF ORDERS COME FROM
OUR EXISTING CLIENTS**



CORNERSTONE

Recruitment & HR-consulting

Since 1993

Best Human Resources Provider.





OUR SERVICES

EXECUTIVE SEARCH MANAGEMENT SELECTION

**CORPORATE
GOVERNANCE**

**PERSONNEL
ASSESSMENT**

**PERSONAL AND
CORPORATE
COACHING**

SALARY SURVEYS

IMPLANT OFFICE

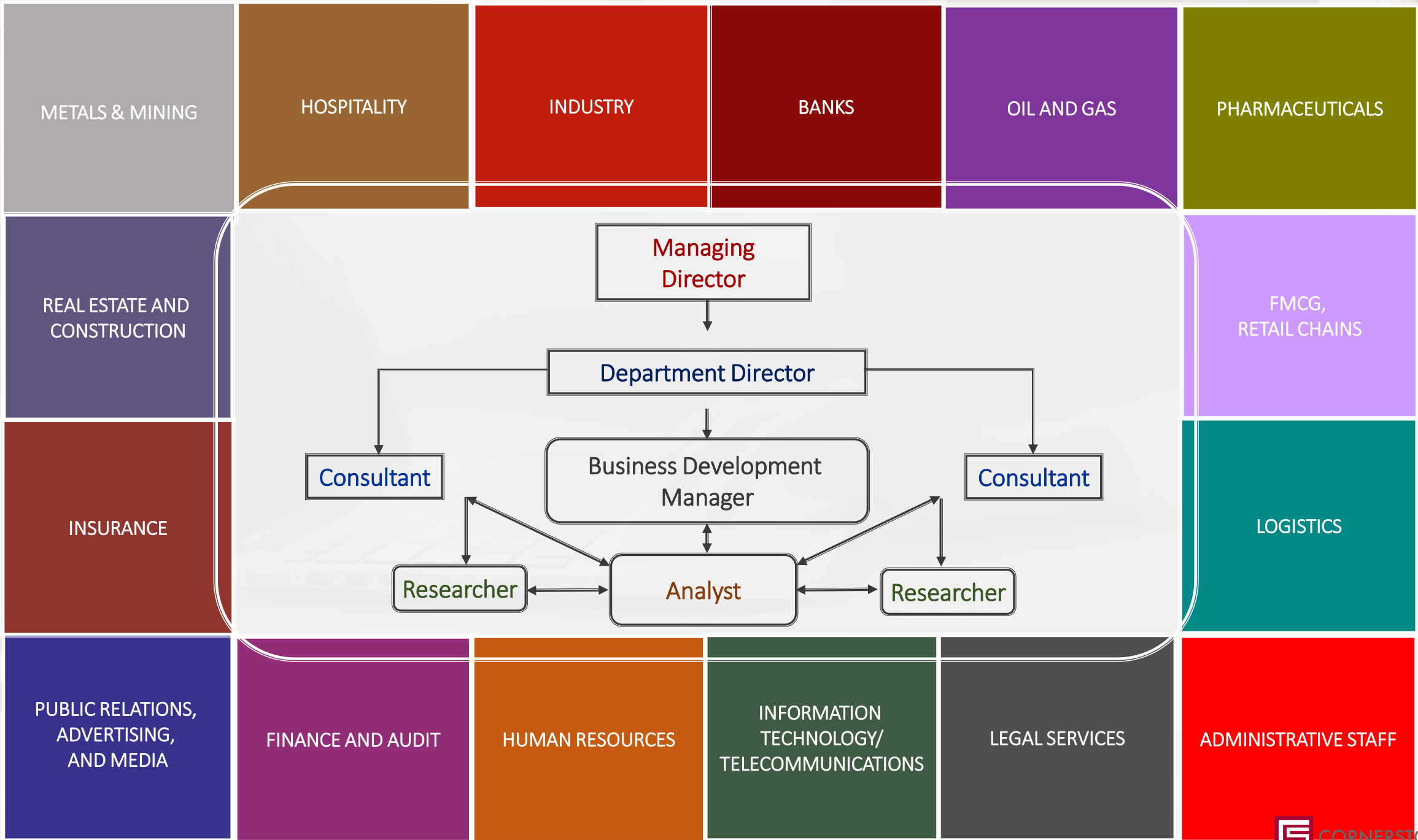
**CAREER CONSULTING,
OUTPLACEMENT**

HR-BRANDING

**OPTIONAL
HR-SOLUTIONS**

A grayscale background image showing a desk setup. In the upper left, a silver pen with a textured grip lies on a lined notebook. Below it, another notebook is open, and a white sheet of paper is tucked under it. In the upper right, the corner of a laptop is visible. The overall scene is softly lit, creating a professional and organized atmosphere.

OUR SPECIALISATIONS AND STRUCTURE



A grayscale background image showing a desk setup. In the upper left, a silver pen with a textured grip lies on a lined notebook. Below it, another notebook is open, and a white highlighter is visible. The scene is softly lit, creating gentle shadows.

ORGANISING WORK ON A PERSONNEL SEARCH AND SELECTION

INITIAL STAGE

- GETTING TO KNOW CLIENT, A DETAILED DISCUSSION OF THE PERSONNEL AIMS AND OBJECTIVES. RECEIVING VACANCIES FOR PROCESSING
- DETAILIZING JOB DESCRIPTION
- COMPILING A LIST OF COMPANIES OF INTEREST TO THE CLIENT AS SOURCES OF POTENTIAL CANDIDATES
 - COMPETITORS
 - SIMILAR BUSINESS
 - CREATIVE SEARCH

TARGET LIST

UP TO 5 DAYS

PERSONNEL SEARCH AND SELECTION

- ADVERTISING THE VACANCY:
 - MEDIA
 - CORNERSTONE WEBSITE
 - PROFESSIONAL SOCIAL MEDIA
- DIRECT SEARCH
 - USING THE DATABASE
 - WORKING WITH REFEREES
 - USING MARKET & CANDIDATE MAPPING (UNIQUE DEVELOPMENTS BY CORNERSTONE)
- RAPID IDENTIFICATION AND PRESENTATION OF THE MOST RELEVANT AND ACTIVE CANDIDATES

LONG LISTS

- CONSULTANTS HAVE MEETINGS WITH CANDIDATES, HOLD INTERVIEWS, SELECTION AND PREPARATION OF THE MOST SUITABLE CVs

**SHORT LIST
CLIENTS INTERVIEWS**

10-30 DAYS

FINAL STAGE

- CHECKING REFERENCES
- AGREEING WITH THE CLIENT AND THE CANDIDATE THE TERMS AND CONDITIONS FOR STARTING WORK
- CHECKING THAT THE CANDIDATE STARTS WORK WITHIN THE TIME LIMIT AGREED BY THE PARTIES
- INTERACTION WITH THE CANDIDATE AND THE CLIENT THROUGHOUT THE GUARANTEE PERIOD (90-180 DAYS)

**DEPENDS UPON THE
PROJECT**



WORK WITH CLIENT

BENEFITS OF OUR CLIENT SERVICES

Partnership



ASSIGNMENT OF A PERSONAL KAM 24/7



HR PROFESSIONALS WHO SPECIALISE IN PARTICULAR INDUSTRIES



ALLOCATION OF A GROUP FOR EACH PROJECT



DEEP CONSULTING AT ALL STAGES



PUTTING THE FAITH IN THE QUALITY OF OUR CANDIDATES, AND NOT ON THEIR NUMBERS.



GUARANTEE PERIOD OF FROM 90 TO 180 DAYS



PERMANENT IMPROVEMENT OF OUR METHODS OF WORK.



FRIENDLY APPROACH, RESULT-FOCUSED



CONFIDENTIALITY, A ONE-STOP SHOP



OPTIMUM FUSION OF PRICE AND QUALITY IN THE SERVICES PROVIDED

RAISING THE PROFILE OF A COMPANY'S HR BRAND AND ITS MARKET RECOGNITION AMONG THE TARGET AUDIENCE

A grayscale background image showing a desk setup. In the top left, a silver pen with a textured grip lies on a lined notebook. To the right, the corner of a laptop is visible. In the foreground, another lined notebook is open, with its pages slightly blurred. The overall scene is clean and professional, suggesting a workspace for research or analysis.

SOURCES USED IN RECRUITMENT & MARKET ANALYSIS

**ANALYSIS OF BUSINESS MEDIA,
PROFESSIONAL FORUMS
AND SOCIAL NETWORKS**

**PLACING ADVERTISEMENTS IN
INTERNET
AND PERIODICALS**

**WORKING WITH DIFFERENT WEBSITES
CORPORATE
PUBLIC
COMMERCIAL**

**WORKING WITH
UNIVERSITIES AND
BUSINESS SCHOOLS**

**HEADHUNTING
WORKING WITH REFEREES**

**PARTICIPATION IN
EXHIBITIONS
AND CONFERENCES**

**USE
OF OUR MARKET
MAPPING AND NEW
TECHNOLOGY**

**CORPORATE DATABASE
(MORE THAN 350 000 SPECIALISTS)**

**DIRECT SEARCH
MARKET ANALYSIS**



TYPICAL POSITIONS

INVESTMENT BANKS

- ❖ Teams of investment bankers
- ❖ Teams for direct investment funds
- ❖ Trader, sales manager for sales of shares, bonds, derivatives, REPO
- ❖ Teams for analytical departments
- ❖ Macro-economist
- ❖ Strategist
- ❖ Portfolio manager
- ❖ Director/Sales Manager for trust management and mutual funds
- ❖ Team servicing wealthy clients
- ❖ Director/Specialist of back-office departments, depositaries

UNIVERSAL BANKS

- ❖ Risk manager
- ❖ Director of product development department
- ❖ Managing director, sales
- ❖ Director of branch offices/ network of branch offices
- ❖ Deputy chairman of management board for the corporate unit
- ❖ Deputy chairman for retail
- ❖ Director of the corporate and investment department
- ❖ Director of loan unit
- ❖ Head of department for retail and project financing
- ❖ Head of department of trade and project finance
- ❖ Head of department for managing corporate liquidity
- ❖ Senior credit analyst
- ❖ Risk manager
- ❖ Director of corporate client services group (various sectors)

FINANCE AND AUDIT

- ❖ Finance director
- ❖ Chief accountant
- ❖ Tax audit specialist
- ❖ Corporate accounting specialist
- ❖ Manager of planning and analysis departments
- ❖ Financial analyst
- ❖ Budget planning specialist
- ❖ Financial controller
- ❖ Internal auditor
- ❖ Methodologist
- ❖ Treasury specialist
- ❖ Specialist in investment generation

OIL AND GAS

- ❖ General director
- ❖ Director for oil and gas extraction
- ❖ Drilling director
- ❖ Director for construction of oil and gas facilities and field infrastructure
- ❖ Director for health and safety at work
- ❖ Technical director
- ❖ Business development director
- ❖ Marketing and sales director
- ❖ Director and managers of projects
- ❖ Geologist
- ❖ Trader exporting oil and petroleum products
- ❖ Director and manager for development of a chain of service stations
- ❖ Managers and engineers for various projects
- ❖ Oil trader

INDUSTRY & AGRO-INDUSTRIAL COMPLEX

- ❖ General director of an engineering factory
- ❖ Director for capital construction at a major metalworks holding
- ❖ Director of a mine & Chief engineer at a mine
- ❖ Director of a research centre at a major metalworks holding
- ❖ Quality director
- ❖ Deputy director for production at an agro-industrial holding
- ❖ Director of a sugar factory
- ❖ Director for manufacture of combined feedstuffs
- ❖ Director of a poultry factory

METALS & MINING

- ❖ General Director of a metals enterprise
- ❖ General Director of a mining company
- ❖ Director for production
- ❖ Mine director (open-cast/underground mining)
- ❖ Technical Director
- ❖ Director for procurement (mining equipment)
- ❖ Chief miner
- ❖ Chief geologist
- ❖ Chief engineer
- ❖ Sales Director (iron ore/coal)
- ❖ Head of a gold processing plant

FMCG

- ❖ General director
- ❖ Commercial director/Sales director
- ❖ Divisional/regional/area sales manager
- ❖ Key client services director/manager
- ❖ Marketing director
- ❖ Brand manager/Product manager
- ❖ Trade marketing manager/BTL manager
- ❖ Director/Manager of supply chain
- ❖ Director/Manager of purchasing

RETAIL CHAINS

- ❖ Chain general director
- ❖ Development director
- ❖ Regional chain manager
- ❖ Shop director/manager
- ❖ Category manager

PHARMACEUTICALS

- ❖ Product manager
- ❖ Regional representatives
- ❖ Clinical trials specialist
- ❖ Market research specialist
- ❖ Specialist in liaison with state authorities
- ❖ Head of representative office
- ❖ Regional sales director
- ❖ Marketing director

REAL ESTATE AND CONSTRUCTION

- ❖ Construction director
- ❖ Design Manager
- ❖ Marketing Director
- ❖ Property Manager
- ❖ Facility Manager
- ❖ Mechanical Design engineer
- ❖ Investment analyst
- ❖ Specialist in site acquisition for construction
- ❖ Project director
- ❖ Specialist in liaison with state authorities
- ❖ Marketing specialist and analyst

LOGISTICS

- ❖ Logistics director
- ❖ Director/manager for customs formalities/cross border operations
- ❖ Director/Manager for warehousing
- ❖ Director/Manager for transport
- ❖ Client services manager
- ❖ Sales manager

HORECA

- ❖ General/Operations director of a hotel/restaurant/chain
- ❖ Development director
- ❖ Regional/area operations manager
- ❖ Director/Manager of hotels/restaurants

LEGAL SERVICES

In-House lawyers:

- ❖ Head of legal services
- ❖ Senior lawyer
- ❖ Lawyer
- ❖ Junior lawyer
- ❖ Company secretary

Lawyers in international law firms:

- ❖ Partner
- ❖ Senior associate
- ❖ Associate

HUMAN RESOURCES

- ❖ Head of HR department
- ❖ Personnel manager
- ❖ Head of staff recruitment
- ❖ Head of department for salaries and benefits
- ❖ Head of department for training and staff development
- ❖ Head of personnel section
- ❖ Staff recruitment specialist
- ❖ Specialist in salaries and benefits
- ❖ Specialist in training and staff development
- ❖ Trainer
- ❖ Personnel specialist

Information technology/ Telecommunications

- ❖ IT Director
- ❖ Project manager
- ❖ SAP consultant
- ❖ Specialist in information security
- ❖ Business analyst
- ❖ IT auditor
- ❖ Software specialist

Insurance

- ❖ General director of an insurance company
- ❖ Deputy general director, sales
- ❖ Deputy general director for car insurance
- ❖ Deputy general director for property insurance
- ❖ Director of an agency network (life assurance)
- ❖ Head of a loss-adjusting department
- ❖ Chief underwriter
- ❖ Chief actuary

PR, advertising, and media

- ❖ Client managers
- ❖ Creatives
- ❖ Media specialists
- ❖ Producer
- ❖ Strategic planning specialist
- ❖ Director for marketing, advertising and PR
- ❖ Internal communications specialist
- ❖ Media relations manager

Administrative staff

- ❖ Administrative director
- ❖ Deputy general director
- ❖ Office manager
- ❖ Executive assistant



RETAIL SEGMENTS

Food Retail

Discounters

Supermarkets /
Hypermarkets

Premium

Non-Food Retail

Electrical &
Electronic Goods

Pharmacies

Publishers

Perfumes

Clothes

Shoes

Accessories

Fashion Retail

Mass-market

Luxury

E-Commerce

Typical Positions

Retail Chains

- ❖ General Director
- ❖ Chief Operations Officer (COO)
- ❖ Sales Director
- ❖ Retail Director
- ❖ Regional Director / Manager
- ❖ Marketing Director / Brand Director
- ❖ Purchasing Director / Food
- ❖ Purchasing Director / Non-Food
- ❖ Category Manager / Product Manager / Food
- ❖ Category Manager / Product Manager / Non-Food
- ❖ Category Manager / Product Manager / Clothes
- ❖ Category Manager / Product Manager / Shoes
- ❖ Category Manager / Product Manager / Accessories

Among our Successful Projects

Retail Chains:

- ❖ Retail Chain General Director
- ❖ Development Director
- ❖ Sales Director
- ❖ Regional Chain Manager
- ❖ Chief Marketing Director
- ❖ Category Manager
- ❖ Senior Lawyer, Retail Chain
- ❖ CFO, Retail Chain
- ❖ IT Director, Retail Chain
- ❖ Technical Director, E-Commerce

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OTHER SERVICES

Corporate governance

WE PROVIDE services on assessing the performance of governing bodies and developing their competences to business owners and chief executives, as well as services on attracting best professionals to work on boards of directors.

OUR TEAM is made up of professionals who have successful track records of work on the boards of directors both in private and publicly owned companies and experience in assessing performance and development of boards of directors and management teams of Russian and international companies.

THE SERVICE INCLUDES:

- ✓ Corporate governance performance assessment
- ✓ Building labor pool for corporate governance bodies
- ✓ Independent directors recruitment
- ✓ Methodological support of corporate governance bodies
- ✓ Developing compensation plans for members of Board and other bodies of corporate governance
- ✓ Supporting activities on strategy implementation

CORNERSTONE IMPLANTS

IMPLANT-OFFICE

Implant-office is a form of providing services support when a qualified employee of a service company works in the office of the serviced company.

IMPLANT-OFFICE

ADDITIONAL HUMAN
RESOURCES

ADDITIONAL PRODUCTION
RESOURCES

ADDITIONAL DATA AND
KNOWLEDGE BASES

ADDITIONAL
TECHNOLOGIES

OUTSTAFFING

ADDITIONAL HUMAN
RESOURCES

OUTSOURCING

EXCLUSION OF THE CLIENT'S
HUMAN RESOURCES

EXCLUSION OF
TECHNOLOGIES

EXCLUSION OF
PRODUCTION RESOURCES

CREATION OF CANDIDATES POOL

STRUCTURE OF EXTERNAL CANDIDATES POOL

- ❖ Candidates, who successfully passed an interview in the company, but were not invited to join the company or rejected the offer.
- ❖ Candidates holding similar positions at competitor companies or subject matter experts working in other industries, but having necessary qualifications.
- ❖ Young professionals, students and high-school graduates matching company's requirements on field-specific positions.



PRINCIPLES OF CREATION OF CANDIDATES POOL

- ❖ Analysis and detailed elaboration of requirements across various positions.
- ❖ Assessment of the offer competitiveness in the market.
- ❖ Defining methodology for building candidates database.
- ❖ Analysis of the database of candidates who previously contacted with the company.
- ❖ Analysis of companies in the Client's business domain/related domains.
- ❖ Identification of specialists on positions in the external candidates pool.
- ❖ Search of information on professional experience of the identified specialists.
- ❖ Database creation.



LABOUR MARKET, WAGE AND MOTIVATION SYSTEMS REVIEWS

Global economic instability urges employers to look continuously for ways of cutting costs. **CORNERSTONE** will conduct independent appraisal that will help you to review and optimize work in your company, thus increasing its efficiency.

CORNERSTONE uses the 360 degree method in its research :

- ❖ Collecting
- ❖ Comparison
- ❖ Verification
- ❖ Analysis

**DIRECT CONTACT WITH EMPLOYEES
HOLDING THE RELEVANT POSITION**

**ANALYSIS OF MARKET SALARY
OFFERINGS FOR THE RELEVANT
POSITION**

**POLLING HR SPECIALISTS FROM
COMPANIES INVOLVED IN THE
RESEARCH**

**LARGE SCALE SALARY RESEARCH WITHIN
SPECIFIC INDUSTRIES CARRIED OUT
ANNUALLY BY CORNERSTONE**

**ANONYMOUS POLLING OF EMPLOYEES
HOLDING ALL TYPICAL POSITIONS
ACROSS THE INDUSTRY**

SOURCES

CORPORATE COACHING AND COACHING FOR LEADERS

PROGRAMMS AIMS

- ☒ Boosting efficiency of senior executives, increasing quality of management decisions, loyalty and commitment of employees, eventually leading to increase in income.
- ☒ Organization of focused process of the coach's interaction with the team to handle business tasks

RESULTS OF COACHING

FASTER ADAPTATION OF NEW EMPLOYEES AND EXECUTIVES



80% OF RESPONDENTS

INCREASE OF LEADERSHIP LEVEL



80% OF RESPONDENTS

INCREASED EMPLOYEE ENGAGEMENT



75% OF RESPONDENTS

DECREASED STRESS LEVEL



80% OF RESPONDENTS

IMPROVEMENT OF INTERACTION BETWEEN EMPLOYEES BOTH INSIDE TEAMS AND AT A COMPANY'S LEVEL



75% OF RESPONDENTS

(based on ICF research)

PERSONNEL ASSESSMENT

ONLINE TESTING

- ❖ APTITUDE TESTS
- ❖ PERSONAL ASSESSMENT OF EMPLOYEES

PDA Assessment
Discovering & Empowering Talent



ASSESSMENT CENTER

- ❖ GETTING FAMILIARIZED WITH THE CLIENT'S COMPETENCY PROFILE
- ❖ DEFINING KEY TASKS FOR THE ASSESSED EMPLOYEES
- ❖ APPROVAL OF THE ASSESSMENT CENTER LEGEND
- ❖ CARRYING OUT OF ASSESSMENT CENTER

OUTPLACEMENT

ADAPTATION PROGRAMM FOR LAID OFF EMPLOYEES



INTERVIEWING LAID OFF EMPLOYEE

CAREER CONSULTING



CV and cover letter



Preparation for interviews



ASSISTANCE IN JOB SEARCH



Mounting a map of leading recruitment agencies of the target region



Mounting a map of target companies



Inclusion of the candidate into the Cornerstone's database



Sending out CVs to leading region's recruitment agencies

INTERNAL CONFERENCES AND MASTER CLASSES

UNIQUE EVENT CUSTOMIZED TO THE CLIENT'S NEEDS.

YOU SET A TASK – WE FIND SOLUTION!

OPTIONAL HR-SOLUTIONS

Cornerstone provides a number of HR-solutions that lets our clients find a reliable partner operating on one-stop shop principle and ready to be reinforced by additional resources, consultants and analysts at any time in case there emerge more work and new projects.



PERSONNEL ADMINISTRATIVE PROCESSING



PAYROLL



OUTSOURCING PROJECTS



OUR CLIENTS



BANKING AND INVESTMENTS

отпбанк, РОССИЙСКИЙ ФОНД ПРЯМЫХ ИНВЕСТИЦИЙ, DeltaCredit ИПОТЕЧНЫЙ БАНК. №1, ВТБ, ELBRUS CAPITAL, Summa GROUP, СБЕРБАНК, UniCredit Bank, ВТБ24 Большое преимущество, Ренесанс Кредит, Альфа-Банк, ОВК, Северсталь, РУСАГРО Группа Компаний, СеверСталь, KAZZINC САНОРС, САХАЛИНСКАЯ ЭНЕРЖИ, SAHALIN ENERGY, ШЕЛЛ, LAND-ROVER, АСТОН продукты питания и пищевые ингредиенты, Mercury, МАХИМУМ WORLDWIDE, ЮЛМАРТ КИБЕРМАРКЕТ, X5, B2H

IT & TELECOM

СИСТЕМА ТЕЛЕКОМ, hp, COLUMBUS IT PARTNER, МТС, COMPTTEL, IBM, RENESANS CREDIT, Альфа-Банк, MEGAFON, COMSTAR, Microsoft, FUJITSU COMPUTERS, SIEMENS

PROFESSIONAL SERVICES & CONSULTING

AMEDISA, INNOCEAN WORLDWIDE, SAATCHI & SAATCHI, AdWatch, SANOMA Sanoma Independent Media, БЛАГОСОСТОЯНИЕ, УРАЛСИБ СТРАХОВАЯ ГРУППА, RENESANS СТРАХОВАНИЕ, ИНГОССТРАХ Ингосстрах

LOGISTICS SERVICES

BBDO GROUP, Ренесанс страхование, CHEIL RUSSIA, AIG, GEFCO, DHL, Гранс Отейнер, MLP Multinational Logistics Partnership, FESCO Основано в 1880 году

HOSPITALITY & ENTERTAINMENT INDUSTRY

РОСИНТЕР РЕСТОРАНТС, Marriott, KEMPINSKI HOTELIERS SINCE 1897, NOVIKOV GROUP Moscow | London, THE RITZ-CARLTON, АЗИМУТ HOTELS, ROSA KHUTOR, Maison DELLOS

REAL ESTATE AND CONSTRUCTION

ЭТАЛОН, RDI Group, Regus, КРОСТ концерн, экодолье ГРУППА КОМПАНИЙ, ВЭБИНВЕСТ, SABIDOM Your home is here, ПИОНЕР ВСЕ В ТВОИХ РУКАХ, ИНВАР™ ФАРМАЦЕВТИКА МЕДИЦИНСКИЕ ТЕХНОЛОГИИ, SANOFI, Takeda, AstraZeneca, GE, Эвалар, EGIS, astellas Leading Light for Life, Bayer

PHARMACEUTICALS & MEDICAL

Алкогольная Сибирская Группа, ДИКСИ, BNS Group of Companies, ALDO COPPOLA, Landau, SPAR, JAMILCO, БУРГЕР КИНГ, Burger King, OBI, МАКДОНАЛДС, McDonald's, GE, AstraZeneca, Takeda, Bayer

FMCG & RETAIL CHAINS

Алкогольная Сибирская Группа, ДИКСИ, BNS Group of Companies, ALDO COPPOLA, Landau, SPAR, JAMILCO, БУРГЕР КИНГ, Burger King, OBI, МАКДОНАЛДС, McDonald's, GE, AstraZeneca, Takeda, Bayer

INDUSTRY

Северсталь, РУСАЛ, ШЕЛЛ, LAND-ROVER, АСТОН продукты питания и пищевые ингредиенты, Mercury, МАХИМУМ WORLDWIDE, ЮЛМАРТ КИБЕРМАРКЕТ, X5, B2H, GAZPROM НЕФТЬ, РОСНЕФТЬ, ДАФ А РАБОЧИЙ КОМПАНИЙ

BANKING AND INVESTMENTS

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