



# Internship Handbook



The leading energy, technology and consulting recruiter

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# Welcome on board

Congratulations! You are about to begin a rewarding and challenging experience as an intern with Quanta Consulting. We are so excited that you have chosen our company as a part of you commencing professional life. We hope that you enjoy the journey while you develop your professional skills in a friendly and pleasant working environment.

For the next few months, you will immerse yourself in a professional setting and in the life of a Recruiter as you work towards the goals outlined by our Research Team. We will guide you during the journey in order to ensure that you are following the appropriate pathway and have the suitable tools and skills to arrive to the final destination successfully: to gain some valuable experience and grow as a young professional.

In order to support you as much as you need, we have developed this Internship Handbook as your main source of information about our Internship Program and your role as a Researcher. However, feel free to ask us anything - we are here to help you and happy to do so.

Therefore, this handbook is designed to help you to know and understand your role as a Research intern and to give you the necessary tools to get the most out of your internship. Accordingly, the following pages contain some relevant information about our Internship Program that you may find very useful.

This is an exciting opportunity for you to gain professional experience, learn crucial "tricks of the trade" and begin your inevitable rise to the top. We hope that you find that this internship challenges you in ways you never thought possible!

We look forward to working with you.

Warm regards,  
Quanta Team

# Our business

Quanta Consulting is an international leader in the field of energy, technology and consulting recruitment. With a global reach we successfully place hundreds of professionals worldwide.

Providing bespoke recruitment solutions, we take an integrated approach to accurately match the skills and experience of our candidates to our client's vacancies and project roles. Our bespoke solutions are designed to fit any geography around the world, and through our network of professionals, we have the ability to provide both local and expatriate staffing solutions. Working from strategically placed hub offices around the globe, we have the experience, market knowledge and network to deliver on any project.

## What is a recruitment consultancy?

A Recruitment Consultancy is the intermediary between companies seeking to recruit professional staff (our clients) and the actual personnel (our candidates) seeking a career move or contract assignment. As Recruitment Consultants, we are responsible for attracting candidates and matching them to temporary or permanent positions with client companies. We work closely with our clients, building relationships with them in order to gain a better understanding of their recruitment needs and their staffing requirements.

Therefore, as Recruiters, we attract candidates by

drafting advertising copy for use in a wide range of media, as well as by networking, headhunting and through referrals. We screen candidates, interview them, do background checks and finally match them to our clients. We also provide advice to both our clients and candidates on salary levels, training requirements and career opportunities.

## Our areas of recruitment

Energy

Technology

Consulting

## Organisational Chart



## Your role as a Researcher

As a Researcher, your role will be based on supporting the principal Recruitment Consultant with certain tasks. In this sense, a Researcher is an intern that works with our main Recruiters to identify target candidate populations and candidates meeting desired criteria. Therefore, researching, of course, is your main duty. However, you will not only research the best candidates for each role, we will also ensure that you develop a proper understanding of the various sectors in which we work within the energy and managing consulting fields.

### Workplace

Although the role is mainly desk-based, you will also get the opportunity to meet clients and candidates both on and off site. Moreover, we also organise socialising events in order to build good relationships within our team.

### Working Schedule

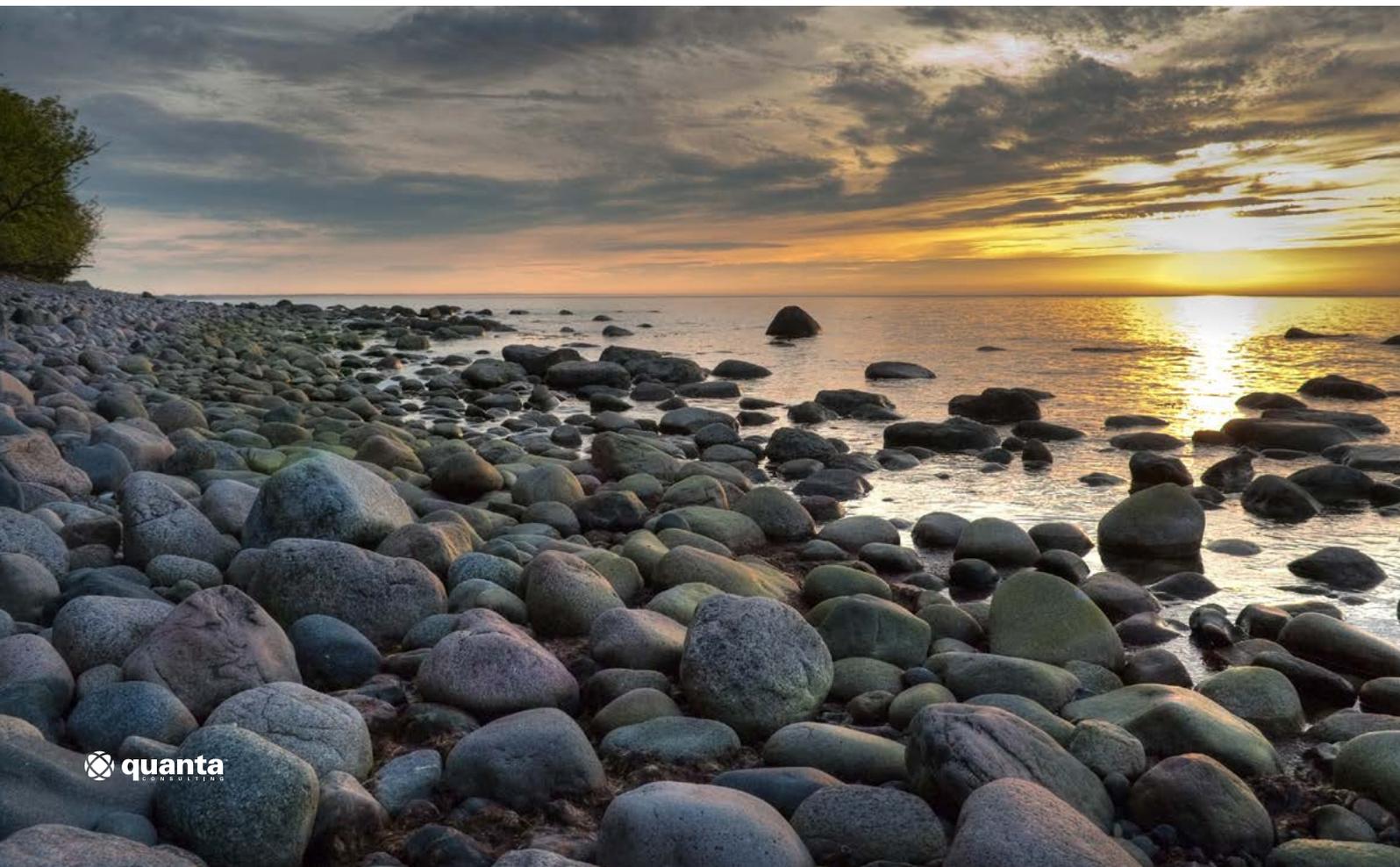
Your working schedule will be from Monday to Thursday 9am – 5pm and Fridays 9am – 4pm with one hour for lunchtime. We really value punctuality so, please, try to arrive on time and meet schedules.

### Our economic support

This is an unpaid program. However, we will provide you an economic support to cover the transport and lunch expenses. Your monthly lunch budget is £100, paid into your bank account on your first day and then, at the beginning of each month. In regards to the transport expenses, we will reimburse weekly. Accordingly, please keep your travel receipts for us and give them to our Operations Manager.

## Your tasks

- developing a good understanding of our verticals and the sectors where we recruit
- advertising vacancies appropriately by drafting and placing them in a wide range of media e.g. job boards and social networking sites
- using social media to advertise positions, attract candidates and build relationships with candidates and employers
- using candidate databases and social networks (such as LinkedIn, Facebook & Twitter) to find the right person for the client's vacancy
- receiving and reviewing applications, arranging personal or telephone interviews and creating a shortlist of candidates
- requesting references and checking the suitability of applicants before submitting their details to the relevant recruiter
- briefing the candidate about the responsibilities, salary and benefits of the job in question
- preparing CV's and correspondence to forward to clients in respect of suitable applicants
- organizing interviews for candidates as requested by the main recruiter
- informing candidates about the results of their interviews
- generating business leads using business development, marketing techniques and networking in order to attract business from candidates and contacts



# Social networks

## Facebook

We have a professional Facebook page in which we post interesting news about the energy field three times per day:

Morning / Noon / Evening

It is important to select the appropriate news to post, so do not hesitate in ask to Fayna Laforet if you are not sure in this regard.



## Twitter

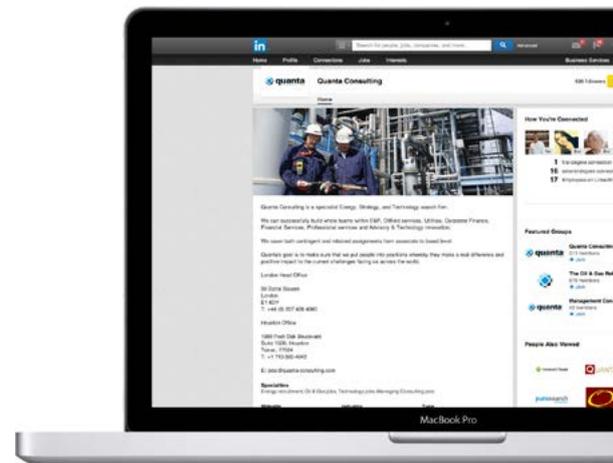
Twitter is very useful to find the latest and hottest news about the Energy field. Moreover, it is also a good tool to find business leads and expand our networks.

There are several ways to take advantage of this social network such as tweet, re-tweet, follow clients and potential leads and so on. Moreover, it is important to note that our Facebook and Twitter accounts are linked so that all the news that we post on Facebook is automatically added to Twitter.



## LinkedIn

LinkedIn is a social networking website for people in professional occupations. Accordingly, it is our main online talent pool. We will give you a professional account with more research tools than the basic profile. Moreover, we also have five LinkedIn groups that allow us to increase our network and possible candidates with the skills that we are looking for. It is a very intuitive website to, again, do not hesitate to ask our Associate Director (Fayna Laforet) any kind of question in this regard.



# Job specs

A job spec (specification) is a statement of employee characteristics and qualifications required for satisfactory performance of defined duties and tasks comprising a specific job or function.

Our clients send us the job specs of the vacancies that they need to fill. Then, based on the requirements we look for the best candidates to create a short-list.

Regarding advertising, it is relevant to note that we never use the job spec that we receive from our clients. The main reason for this is that it is important to do not reveal the name of the client until we really know whether the candidate is really interested in the career opportunity that we are offering. In this regard, feel free always to ask to our recruiters if you can provide this information when you are not sure whether is a suitable candidate or not.

Building on the above reasons, we only post and advertise our own versions of the jobs specs that we receive. Of course, we reflect the same information, but we have our own job spec structure that you need to learn how to develop and write.

Accordingly, see the following example of a job spec re-done by our Research Team. We understand that you are learning and therefore will carry out the first three examples under the supervision.

## Maintenance Supervisor/Manager - Central South America

Permanent

£Commensurate to experience

Currently seeking a Maintenance Manager to be responsible for equipment components for drill ships and jack-ups.

### The role

The ideal candidate will be capable of establishing a maintenance program, writing procedures, and ultimately managing the inventory, deployment, repair and maintenance of International rigs. The Maintenance Manager is responsible for the preventive, routine and non-routine maintenance of engines, pumps, compressors and drilling related rig equipment.

### Responsibilities

- Rig mechanical maintenance including troubleshooting and preventative maintenance
- Maintain all company paperwork in a neat, timely and orderly fashion
- Preplan operational needs, organize equipment and supplies, and conduct testing of systems as required
- Report all incidents, near-miss incidents, and safety hazards to his/her immediate superior

### Requirements

- IADC Rig PASS
- Confined Space Entry
- Safety Training Program
- Clean Driving Record

For more details contact

Fayna@Quanta-Consulting.com



## Looking for candidates

### Job boards

We are members of several recruitment job portals in which we can post job adverts or look for candidates by CV searching. Due to the sector in which we recruit, our main job portal is RigZone but we also use to post on Total Jobs, Reed, Roles, our own website and many others. We will show how to log on and utilise them fully. Again, do not hesitate to ask about anything that you do not understand.

### LinkedIn

As we highlighted before, LinkedIn is our main source of talent. As a Researcher, you have to learn how to make the most of this amazing professional network. Our Associate Director (Fayna Laforet) will explain several "tips" to focus your searches as best as possible and to become an expert in this social networking platform. Feel free to ask her any kind of questions or express any doubts that you have in regards to full utilisation of this research tool. She will be more than happy to help at any time.

# Do's and don'ts



- Enjoy the internship: socialise with your colleagues - we love to work in a friendly work environment
- Ask us about anything that you do not understand or you do not know how to do
- Be proactive: suggestions for improvement are always welcome
- Support and help the recruiter: your main goal is to facilitate recruiters' work



- Carefully check the candidates profile before contacting them
- Never contact other recruiters
- Do not contact candidates that are already working for the company that we are recruiting for
- Do not come to work without the proper dress code (business dress code – casual Fridays)
- Do not reveal the identity of the client or salary details without the Consultants consent

## Quanta family

We are very pleased that you have joined our team and are sure that you will be able to make a valuable contribution to our company while you gain some excellent professional experience, and have some fun within the Quanta Family



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