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**IQM selezione s.r.l.**

Viale Ergisto Bezzi, 2 - I-20146 Milano  
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**About us**

IQM selezione is a recruiting, staff selection and employee training company with main office in Milan. At present, IQM selezione operates with eleven consultants and several specialists, each of them originated from significant work and university environments.

**ALBERTO BAGGINI**

*Managing Director*

Degree in Economics at Bocconi University in Milano. Professor of Fundamentals of Business and Industrial Economics, Industrial Engineering Faculty, Politecnico - Milano. Tutor of several project works in information security and privacy policy within the Master program in Information Security Management (MIP Politecnico - Milan).

In IQM selezione CEO and executive consultant specializing in administration and finance, management, education and training. Of Counsel of Avvocati e Dottori commercialisti, Milano.

Past experiences: founder and managing director of Yalma, Italian company specializing in re-organization, business consulting and new technologies; Chief Financial Officer at BS3 Group, member of the Board of the Italian holding,

director of a controlled company, manager of LoB Security&Privacy; Financial and Deputy Project Manager of international research and development projects co-financed by European Commission (Information Society Technologies); Managing director of LIVE Network Security (IT Security Management services).

**ANNA LIGUORI**

*Recruitment Consultant, chief "marketing & sales" recruiter*

MA degree in Modern Cultures at the State University in Milan, Italy. After graduation, she enthusiastically takes to Human Resources, dedicating herself to recruitment and selection. Anna Liguori matures professionally inside companies specialized in recruitment, where she acquires the knowledge of theories and methods for the assessment of personal profiles as well as

that of techniques and tools for the evaluation of professional performance. She associates an empathic approach with a thorough analysis of candidates' competence. She sees to the procedure of recruitment personally: from the screening of curricula and job interviews to the evaluation of candidates and the presentation of shortlists. She specializes in search and selection of profiles for the area of marketing and sales and coordinates IQM selezione's offices in Ruggiero Settimo St. in Milan.

**ANTONELLA ABAGNATO**

*Recruitment Consultant*

Degree in Work and Organizational Psychology at the University of Bologna, she completed her professional training at a private psychologist's practice. Right from the start keen about organizational dynamics, she focused especially on personnel search and selection, to



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finally specialize with a Master in Human Resources at the "Sole24Ore" Business School in Milan. Thanks to this background, she had an opportunity to enter two multinational companies as a Human Resources assistant, following the areas of Selection, Training and Organization. At present, she is a recruitment consultant at IQM selezione.

**FRANCESCA PIRRONE**

*Recruitment Consultant*

Graduated in Management of human resources and organizational Development at the State University in Turin, she is obtaining a specialization in Transactional Analysis. She operates in IQM selezione as Coordinator of the Viale Ergisto Bezzi offices in Milano and as Consultant of selection on accounting-administrative and marketing areas.

**DILETTA MORIMONDI**

*Recruitment Consultant*

Graduated in Sociology at the State University Milano - Bicocca, with special-

ization in "Management of human resources". She discussed a final thesis on the strategies for the recruitment in multinational companies of the ICT sector. She has a Master in Labour consultancy e HR management at the Milan's Catholic University, studying themes on legal and organisational issues linked to the human resources. In IQM selezione she researches and selects administrative and financial candidates, and professionals with high technical backgrounds.

**ELISA CURCI**

*Recruitment Consultant*

She holds a Degree in Psychology, specialized in Communication and Organizations at State University Milano - Bicocca; afterwards, she obtained the license to practice the Psychology. After a period fully dedicated to qualitative market researches, she specialized in search and selection of personnel, deepening her interest on psychological tests. In IQM selezione she works on communication, marketing and advertising profiles.

**FEDERICA ANTONIOTTI**

*Recruitment Consultant*

Graduated in Political Sciences, with specialization Communication, at Catholic University in Milan. She attended a training course on Techniques of selection and orientation for the intermediation in the labour market. She is Consultant in IQM selezione, where she conducts researches and selections in accounting-administrative and commercial areas.

**MARCO MILANESE**

*Business development*

Graduated in Science of Intercultural communication at the State University of Milano - Bicocca, he worked in the organization of events, then he developed an interest to the relationship with prospects and to the business development.

In IQM selezione he is in charge of the business development.



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## Search and Selection

IQM selezione: Intelligence Quotient Men for your business

On this simple concept we have modeled our activity of personnel search and selection.

Finding an appropriate employee within clearly determined **time** limits coincides with our professional objectives. This attitude is the key-element in carrying out of the **project** of search and selection of talents for your company.

The process of staff recruitment opens with the demand on the part of the client and concludes with this demand fully satisfied.

With the expertise and professional attitude of its **consultants**, several years' experience in the field of Human Resources and the use of most effective **instruments** of searching, IQM selezione carries out search projects which ensure highest degree of client satisfaction.

We offer consultancy with high added value and all-embracing realization of wide-ranging services: we define together with our client all aspects of the ideal employee profile and within 20 days we are ready with a short-list of accurately assessed candidates out of which the client chooses the figure whose skills and personality fully correspond to the their expectations.

We discover for you the talents that become the driving force of you company.

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**Areas of specialization**

IQM selezione specializes in the areas of AFC, administration, finance, control and front office services. The sub-areas of recruitment with the most searched-for positions are listed below:

**BOOKKEEPING, ACCOUNTANCY AND ADMINISTRATION**

- Chief Administrative Officer
- Consolidated balance sheet Manager
- Treasurer
- Chief accountant
- Tax accountant
- Senior/Junior accountant
- Credit specialist
- Accounts receivable specialist/Accounts payable specialist/General accountants
- Administrative/Financial clerk

**AUDITING AND MANAGEMENT CONTROL**

- Senior/Junior controller
- Financial/industrial/commercial controller
- Internal auditor
- Financial analyst

- Credit manager
- Reporting specialist

**PERSONNEL ADMINISTRATION**

- Human Resource manager
- Payroll coordinator
- Benefits and compensation manager
- Recruiting manager

**FRONT OFFICE SERVICES AND ADMINISTRATION ASSISTANTS**

- Secretary
- Executive assistant
- Administrative assistant
- Office manager
- Marketing assistant
- Receptionist/call center manager



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### Time limits and method of searching

Confidence in the successful completion of the selection process within a set time limit is a competitive factor of IQM selezione.

**Channels for searching:** major job web portals supported by an internal database of candidates, total number of entries exceeding one million.

**Time limits:** on average do not go beyond 20 days from the launching of a project to the presentation of a short-list of 3-5 candidates.

**Selection:** the choice of candidates meeting the agreed-upon characteristics is made on the basis of individual interviews of the duration of about one hour. For a thorough evaluation of candidates, IQM selezione applies competence tests (bookkeeping, foreign languages) and psychological valuation instruments (e.g. graphic tests).

**Guarantees for our clients:** the process of search and selection of an employee concludes only after a candidate that meets the expectations of the employer has been identified.



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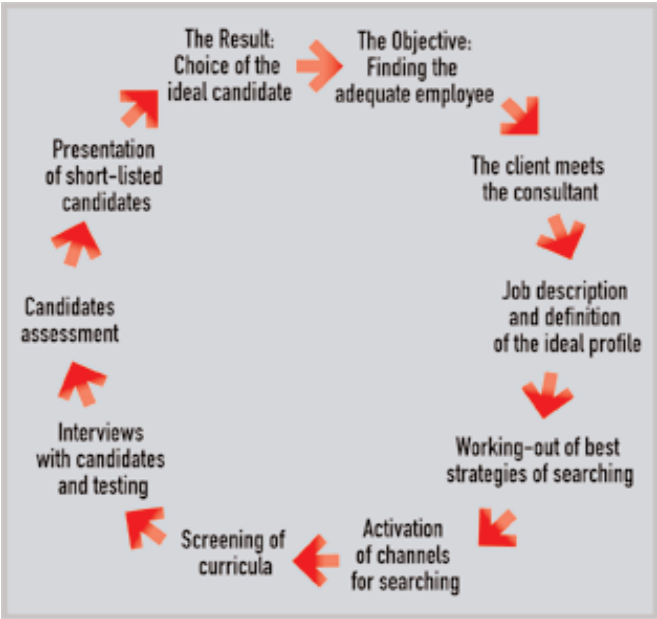
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### Selection project

As shows the diagram on the right, the final result of the search and selection process coincides with the objective put forward by the client: the selection of the ideal candidate.





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### Executive search

Executive search is the branch of HR that concerns positions occupied by highly skilled professionals. They are **managers and directors** who cover the fundamental roles in your firm and become the key figures in the company structure.

Every **Executive Project** launched by IQM selezione terminates with finding a suitable professional: an "Intelligence Quotient Manager" endowed with most adequate characteristics.

The experience developed by our consultants in leading Italian companies, elevated standards of efficacy ensured by all-inclusive work organization, and a well-established network of relations with managers who wish to consider new job opportunities, render IQM selezione a highly qualified partner in executive search.

We provide you excellent managers who will guide your company towards the achievement of more and more sophisticated goals.

### Executive positions

IQM selezione searches best managers for the key positions in your company:

- Chief Administrative Officer
- Chief Financial Officer
- Management control manager
- Internal audit director
- Human Resource manager
- Chief Operating Officer
- Commercial director
- Sales manager
- Marketing director
- General services manager





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Methods  
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Training for Managerial  
Development

Technical Training

## Training

IQM selezione guides its clients through the personalized employee training procedure designed to meet the needs and requirements of their company and the personnel it is composed of.

Employee training solutions offered by IQM selezione aim at acquisition of subject matter, methodology and instruments vital for personal and professional growth of individual employees.

Areas of intervention:

- **Training for Managerial Development**
- **Technical Training**



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### Methods and organization

The courses are organized in most **suitable venues**; the training of more or less numerous groups takes place at the client's premises or by other specially appointed structures.

Training sessions are devised in a **modular** fashion in order to offer maximum flexibility and guarantee the application of the selected assessment strategies.

In order to meet the needs and requirements of the clients who wish to handle their learning process with utmost flexibility, IQM selezione offers its set of courses also via **e-learning**, the method that guarantees maximum freedom with respect to the use of venues and time dedicated to learning.

Both in the case of regular courses and of e-learning, the theoretical contents are illustrated with appropriate case-studies, which encourages learning founded equally on acquisition of new information and on practical skill.



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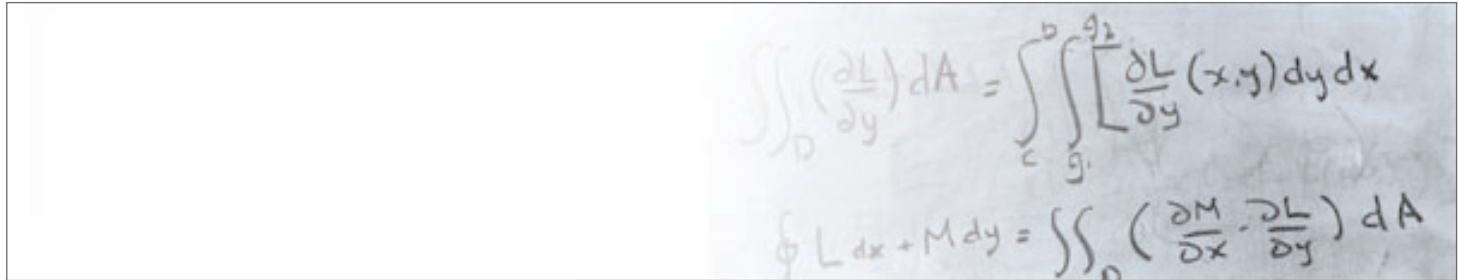
### Training for Managerial Development

**Training for Managerial Development** offers know-how and practical skills of self-management to key figures in the company reality. The scope of the training is the optimization of the approach towards professional duties and relations in the professional context.

IQM selezione provides a wide range of courses which offer an opportunity to enhance one's performance, developing one's personal potential through constant improvement of managerial capacities in the company's complex, organic and synergic, structure.

**Trainings for Managerial Development** offered by IQM selezione concern:

- Personal projects and motivation
- Feedback and delegation management
- Assessment of human resources
- Multicultural environment management, change management, time management, stress management
- Managerial coaching
- Communication techniques



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### Technical Training

**Technical Training** offers a possibility to widen the understanding of the main aspects of company management, in order to complete or integrate one's career path with innovative and updated methodologies in the field. Technical Training provided by IQM selezione expands one's professional background by acquisition of new theories and methodologies available. It also offers adequate case-studies and constant updating in line with the development of areas of competence in question.

Every course is designed and structured upon interaction between IQM selezione and its clients; thus, it offers maximum personalization with respect to the authentic needs and requirements concerning topics, methods and timing.

Technical Training courses provided by IQM selezione cover the following areas:

- Accounting and bookkeeping
- Financial reporting
- Strategic planning and management control
- Investment analysis
- Basel 2
- Business strategy and organization
- Change and risk management
- Privacy

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## Coaching

IQM selezione offers coaching services to professionals and managers who, on their own initiative, or on the initiative of their home companies, wish to **develop problem solving capacities** related to their functions in the company.

Professional coaching provided by IQM selezione consultants is founded on a relationship of joint effort created between a coach and a client, with the objective of helping the latter to achieve **optimal results** in their professional activity.

With the support of our coaches, the client acquires the capacity of learning and elaborating techniques and strategies which allow to effectively improve one's personal and professional performance.

IQM selezione assists you in making the most of your employees and in expressing fully your potential.

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### Areas of intervention

#### EXECUTIVE/CORPORATE COACHING

IQM selezione offers services of coaching to companies which want to support:

- HR managers
- CEO's, General Directors, executives and other professionals with key functions in the company

The clients of IQM selezione are also:

- Companies wishing to train their employees as coaches
- Companies interested in coaching workshops
- Companies that seek coaching services for:
  - Strategic planning, reengineering, creation of a common and coordinated company vision;
  - Team-work support

#### SMALL BUSINESS COACHING

This area of activity of IQM selezione includes services dedicated in particular to smaller work environments, such as:

- Family businesses
- Owners or managers of small and medium-size companies

- Starting-up businesses
- Professionals with individual activity
- Executive directors who wish to launch proper businesses

#### CAREER/TRANSITION COACHING

Coaching services provided by IQM selezione meet the needs of their clients with respect to professional development of individuals who wish to optimally manage such situations as:

- accurate definition and classification of their professional profile
- definition of the approach toward job market
- choosing channels and instruments for the insertion/re-insertion in the job market
- managing of new career developments
- making decisions about their career guidance or about that of their employees
- choosing among a variety of job offers

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## Methods

An IQM selezione consultant recognizes, through coaching, the client's situation "today". Together they identify the drawbacks of the situation and the necessary changes to be implemented in order to achieve the "goals of tomorrow".

In line with needs and requirements made explicit by the client (individual or a company), the coach supports the client in the spheres which necessitate particularly urgent intervention:

### Personal

- Support of self-management
- Development of one's potential
- Management of problem situations

### Professional

- Expansion of expertise
- Enhancement of one's performance
- Support in professional training

### Managerial

- Support in the development of managerial skills
- Leadership skills development
- Support in the management of team work

### Organizational

- Support of modifications made to company organization
- Support of the development of the company structure
- Support of management of malfunctioning organization



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## Professional ethics

We believe in professional ethics and in respect of human and professional values. For this reason, IQM selezione observes constantly and rigorously the three fundamental principles:

- **Management of projects and business relations in line with professional ethics**
- **Professional code of conduct, care and consideration toward coworkers**
- **Ethics in public relations**

Likewise, IQM selezione draws inspiration from codes of self-regulation and codes of ethics adopted in the fields in which it operates:

- Code of professional ethics for HR search and selection (Assores)
- Code of professional ethics for teaching staff (Associazione italiana Docenti)
- Code of professional ethics of International Coaching Federation





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## Our Clients

### COMPANIES

- AD PEPPER MEDIA ITALY SRL - Online advertising & communication
- AD PHARM SRL - Communication
- AETOLIA VZ SRL - Soundproof products
- AGOSTINI E ASSOCIATI SRL - Interpreting and professional translations
- ALA EDITRICE SRL - Publishing
- ALCEO SRL - ICT solutions
- ALLEANZA ASSICURAZIONI SPA - Insurance
- ARMAL SRL - Chemical baths
- ATES MEDICA DEVICE SRL - Electromedical devices
- BALTICARE SRL - Plant design
- BALTIMORE AIRCOIL ITALIA SRL - Plant design
- BANCA GALILEO SPA - Banks and Finance
- BASIS INFORMATION TECHNOLOGY SRL - ICT Solutions
- BAUMIT ITALIA SPA - Products and solutions for building
- BIANCHI ERREPI ASSOCIATI SRL - Advertising agency
- BIESTERFELD POLYBASS SPA - Plastic materials
- BLACKBOARD SRL - Fashion
- BRAGHIERI PLANTS SRL - Plants for lubrorefrigeration and filtration
- BRUSIDUE SRL - Jewelry
- BS SAS - Mechanics
- ÇAK TEKSTIL - Fashion
- CESANAMEDIA SPA - Advertising and communication
- CLAN CELENTANO SRL - Record company
- CO.FE.ME. SRL - Mechanics
- COMUNICAZIONE 2000 SRL - Marketing and communication agency
- COPREN SRL - Industrial automation
- CROWN WORLDWIDE SRL - Special transports, Logistics
- CTE DIGITAL BROADCAST SRL - Accessories for radio and tv broadcasting
- DAP SIDES LOGISTICA SPA - Logistics
- DOLFI SRL - Wood products
- EDIZIONI SPLE SRL - Publishing
- EFFEGI COSTRUZIONI SRL - Building
- EMPORIO DEI SERVIZI SCARL - Services for mass market distribution
- EON SRL - Business software and solutions



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- ERP LUCCA – Public residential building
- EVERESTE SRL - Communication
- FARAM SPA - Furnishings
- FRETTE SRL – Household linen
- FREUDENBERG POLITEX SRL – Plastic materials
- FUNWORLD SRL - Giochi online
- FUSION RESTAURANT SRL – Business catering
- G&C ENTERPRISE – Household linen
- GIANNI VERSACE SPA - Fashion
- G.I.M.A. SPA - GRUPPO ITALIANO MANGIMI – Food for animal husbandry
- GRAEME BLACK SRL - Fashion
- HEINEKEN ITALIA SPA - Food and beverage
- INTAI SPA - Fashion
- IVM GROUP SRL - Chemical products
- LEGRIS CENRASA SA - Mechanics
- LEGRIS SPA - Mechanics
- LORENZ SPA - Watches
- MAERSK - Logistics and transportation
- MAGIC SERVICE SRL - Facility management
- MANIFATTURA TESTORI SPA - Textiles
- MARIO BUCCELLATI SRL – Luxury jewelry
- MIRO SRL – Professional pre-press
- MORETTI REAL ESTATE SRL - Real estate
- MUSARRA - Transportation
- NEXITY RESIDENZIALE ITALIA SPA – Residential building
- NOVI LAMIERE SPA – Iron and steel
- PIRELLI SPA - Tyres
- PLANET SRL – Multimedia services
- PRIMI SUI MOTORI SPA – Web services
- PROTOS COMMUNICATION E IMMAGINE SRL - Publishing
- RACHELLI ITALIA SRL - Food
- REMMERS BAUSTOFFTECHNIK GmbH - Chemical products for building
- RESTRUCTURA - Products for building
- RIVA E MARIANI GROUP SPA - Chemical products
- ROMEO ALBERGHI SRL – Luxury hotellerie
- SACCONAGHI MONACO SRL - Mechanics for textiles
- SCHERING PLOUGH SPA - Pharmaceutics
- SOL-TEC SRL – Technological solutions for banking and finance
- STEBO AMBIENTE SRL – Urban equipments and furnishing
- TEC.LA SRL – Industrial welders
- TICKET TRANSPORT SRL - E-ticketing
- ZF ITALIA SRL - Automotive

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**ASSOCIATIONS AND FOUNDATIONS**

- ASSOCIAZIONE CAV MANGIAGALLI – No profit
- ASSOCIAZIONE IMPRESA POLITECNICO – Education and trainings
- ASSOCIAZIONE LOMBARDA FARMACISTI - Pharmaceuticals
- CONSULTORIO GENITORI OGGI – No profit
- FONDAZIONE GUIDO MURALTI - Education and trainings
- MIP - POLITECNICO DI MILANO - Education and trainings
- POLI.DESIGN – Consortium for graduate trainings in design

**FIRMS OF ACCOUNTANTS AND ADMINISTRATIVE SERVICES**

- AGUAR SAS - Administrative and accounting services
- AMMINISTRAZIONE PIONA – Real estate administration
- AT CONSULTING SRL - Chartered accountants
- C.I.D.O. S.C.a R.L. - Accounting and administrative services
- CIRUZZI & ASSOCIATI CDR Tax & Finance - Chartered accountants
- CM Administrative services SRL - Data processing

- DATA SYSTEM SRL - Data processing
- DATA PROCESSING RAG. FREDDI - Accounting services
- FILE SYSTEMS SRL - Accounting and administrative services
- GEPS SAS – Payroll services
- GUSMITTA & ASSOCIATI - Chartered accountants
- GSA - GIORGI STUDIO & ASSOCIATI - Chartered accountants
- LTH PARTNERS SRL - Chartered accountants
- H-AUDIT – Auditing MdR – Professional association of Chartered accountants and Auditors
- NEMESIS DATA SRL - Data processing
- RECONT SAS - Accounting and administrative services
- REMY SRL - Data processing
- SAMMI SRL - Data processing
- STUDIO ASSOCIATO CAMPI - Chartered accountants
- STUDIO ASSOCIATO DI LUCCIO SCOLARI RESTELLI - Chartered accountants
- STUDIO ASSOCIATO NAPONIELLO - Chartered accountants
- STUDIO ASSOCIATO SAGRAMOSO TORRE - Chartered accountants
- STUDIO ASSOCIATO VALSECCHI TONELLA GIOLLA - Chartered accountants
- STUDIO ASSOCIATO ZANCHI - Chartered accountants



**IQM selezione** La certezza del risultato.

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- STUDIO BIALETTI - Chartered accountants
- STUDIO COLACICCO - Chartered accountants
- STUDIO GIANCASPERO E CARLUCCI - Chartered accountants
- STUDIO GROPPI - Chartered accountants
- STUDIO GULISANO - Chartered accountants
- STUDIO GUSMITTA - Chartered accountants
- STUDIO MUNAFO' - Chartered accountants
- STUDIO NICOLINI CANTU' - Legal association
- STUDIO PAGLIACCI - Chartered accountants
- STUDIO PAONE - Payroll services
- STUDIO UBOLDI - Payroll services
- STUDIO VALENTE - Chartered accountants
- STUDIO VERTUCCI - Chartered accountants