

OUR GUIDE TO

Holistic Approach to Recruitment

HOW YOUR ORGANISATION CAN INCLUDE THE OVERALL STRATEGY INTO FINDING THAT IDEAL CANDIDATE

STEP 1



Position Assessment and fact finding

This process includes assessing:

- the position within the organisation structure, and
- Recruitment Strategy, Policy (if any), & other documents.

The information will be incorporated into our form & checklist.

STEP 2



Candidates Search

From process (1), we can produce & supply:

- Position Description
- Well written & effective advert

The goal is to attract quality candidates and clear job expectations.

STEP 3



Selection Process

Once the advert is online, the candidate selection commences. The process includes:

- Resume sifting
- Phone and in-person interviews
- Assessment/ tests*
- Reference checks.

*) upon request only

STEP 4



Providing 3 candidates for interview with the company

We put forward three selected candidates and provide assistance with the interview schedule.

Company conduct their internal interview & assessments.

STEP 5



Appointment of the selected candidate

Once the internal process has been finalised, and the preferred candidate is selected, we can assist with:

- Salary negotiation
- Relocation (if needed)
- Training and safety inductions