

# THE RECRUITMENT PROCESS

## START OF SEARCH



**CONSULTATION:** We will provide a full consultation. The nature of the vacancy will be discussed, and the recruitment method agreed. The consultant will provide advice and an implementation plan for the proposed search, and the project scope and key assumptions will be defined.

## WEEKS 4-5



**SEARCH:** We will conduct a candidate search using a variety of agreed methods and tools including but not limited to headhunting, referrals, mail alerts, LinkedIn, and search engine optimisation. Where appropriate, we will also design, produce, and manage advertising campaigns. We will determine candidate interest, and initiate dialogue. We will report on the number and quality of potential candidates on a regular basis ensuring complete transparency. We recommend a period of 4-5 weeks for this stage. We will use a five-week period as a longstop date (this can be brought forward).

**CANDIDATE ASSESSMENT AND SELECTION:** All candidates are interviewed using competency-based interviewing techniques in order to ensure that the candidate specification is met and qualitative values are established. Typical key competencies would include:

- Commerciality
- Use of creativity and initiative
- Communication skills
- Prioritisation and organisational skills
- Ability to work with and influence a range of people

Whilst we will be testing the candidates' technical skills, we will also be assessing their personality fit which we feel is crucial to any successful in-house appointment where teams are often close-knit.

## WEEK 6: SHORTLIST PRESENTATION ON



**SHORTLIST PRESENTATION:** We will present a targeted shortlist of detailed CVs and accompanying notes. All candidates presented for consideration are fully briefed on the job description, client profile, and salary.

## WEEKS 6-9



**INTERVIEWS ARRANGED:** We will coordinate all the interviews and obtain feedback from all parties managing the response to the candidate in a manner preserving the professional integrity of your brand. We understand that there are likely to be three stages of the interview. How quickly these will happen will depend largely on the availability of senior stakeholders.

## ONGOING UP TO THREE MONTHS AFTER AN OFFER IS MADE



**OFFER MANAGEMENT:** We will liaise with the candidates to ensure that any issues affecting the offer are managed and the offer is accepted. We do not believe in surprises. Transparency throughout the recruitment process is key to successful offer management. If we are concerned, at any stage about a candidate's commitment, we will tell you.

**CANDIDATE COMMENCEMENT:** We understand that our job is not done when the contract is signed. We will manage the candidate's integration into their new position with regular contact following their commencement. We will also maintain communication with you to aid long-term retention of the employee.