

There are 6 stages to the process:

**1 Client Briefing** - This is where we take a detailed job specification. This will incorporate a detailed profile of your company, including the culture, the type of people working in it and the career opportunities. This is so that we can understand the type of personalities that will fit into your company and department.

**2. Candidate Sourcing** - This stage identifies the most appropriate method for sourcing potential candidates, either Database search, Managed Advertising or Executive Search & Selection. Should Database be the preferred route an in depth search will reveal a long list of potential candidates that have gone through an interview process. This is to establish their needs, skills, experience, why they are looking and what they are looking for. All this information can be used to accurately identify whether they are suitable for your position

**3. Candidate Profiling & Interviewing** - We will shortlist potential candidates, and then re interview them against your job specification, qualifying their suitability and commitment to the position with your company. We will then put forward suitable individuals to you to interview

**4. Client Interviews** - You conduct the 1<sup>st</sup> stage interviews. We take candidate feedback afterwards confirming their interest and commitment to the role. We then feed this information into you the client, and if appropriate arrange 2<sup>nd</sup> interviews. Continual assessment of commitment and interest is fed back to you throughout the interview process.

**5. Management of the selection process** - Liaison with you the client as to selection of right candidate, based upon suitability and continual feedback from the candidate on their commitment and interest in the role. We advise you on the right salary to offer the individual to ensure acceptance.

**6. Offer and Placement Management** - We present the offer to the candidate, continually assessing their commitment. This is fed back to you the client. We then manage the candidate through their resignation process, and maintain contact throughout their notice period, continually assessing their commitment.

