



Client Brief - Define Success & Competency Profile

Obtaining a brief of the:

- Position
- Cultural fit
- Remuneration
- Competency
- Skills matrix



Comprehensive Search & Screening of Candidates

Screening based on:

- Competency
- Cultural fit
- Experience
- Attitude
- Knowledge



Present Short- Listed Candidates

- Present short-listed candidates for review
- Coordinate interviews



Client / Candidate Interviews

- References
- Background checks
- Profiling & testing
- Salary negotiation
- Onboarding

OUR PROCESS TO BUILDING STRONGER TEAMS TOGETHER

1

Client Brief- define success and competency profile

- Obtain a detailed brief of the position(s)
- Analyse competency and skills matrix
- Determine time-frames

2

Comprehensive search and screening of candidates

- Utilise appropriate job boards, networks, search tools and databases
- Conduct search for passive candidates
- Create an initial list of suitable candidates

3

Assess and interview

- Conduct face to face behavioural based interviews
- Ensure candidates skills and cultural fit align

4

Present shortlisted candidates

- Collate profiles and resumes of candidates
- Present candidates and discuss feedback

5

Client/candidate interviews

- Coordinate interviews
- Complete comprehensive background checks including: references, qualifications, Visa status, police clearance if required,

6

Offer, acceptance and onboarding

- Present offer to successful candidates
- Assist with onboarding and documentation
- Regular follow-ups to ensure successful placements