



**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:

- Headhunting
- Cultural fit
- Competency
- Attitude
- Experience
- 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

- Headhunting
- 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