Whippet RECRUITMENT

The recruitment process…explained

Inquiry from Client

Complete booking form & arrange to meet client to gain understanding of

- Organisation and culture
- Role and KPI's
- Characteristics of person needed
- Employment conditions
- Time frame to complete
- Trade credit application to be completed

→ Agree Position Description

→ Agree level of confidentiality

Client agrees signs & returns Terms & Conditions of Business.

Advertising

- Draft ad
- Place ad

Take calls from candidates.
Discuss position and complete candidate qualifying form.
Receive and assess applications.

Database Search

- Initiate search
- Identify suitable candidates
- Contact candidates & assess suitability

Assess interest form suitable candidates already registered with WR.
Confirm they meet all criteria.

Interviews & Evaluation

- Interview candidates
- Conduct relevant skills testing
- Confirm qualifications
- Police check if required

Presentation of shortlisted candidates

Prepare & present candidate overview including;

- work history
- qualifications
- salary expectation
- availability for interview
- notice period.

Monitor feedback from client → Provide interview feedback to client

Monitor feedback from candidate → Manage candidates keeping them informed of recruitment progress. → Advise unsuccessful candidates.

Arrange client interviews

Offer role to preferred candidate subject to reference checks

Complete **thorough** reference checks on preferred candidates.

Confirm all details with client and successful candidate both verbally and in writing.

→ Placement supported by guarantee period when Terms & Conditions of Business have been maintained.

→ Maintain contact with client and new employee at regular intervals.