untapped up potential
recruitment specialists

recruitment process

client consultation/coaching on job role definition
Advising on organisational structure, ideal candidate profiling, behaviours required.

advertising
Visually distinctive press/web advertising for behaviours/aptitudes as well as skills/experience

cv evaluation & scoring against client criteria
to Acknowledgement of applications and structured sifting & CV scoring against key behaviours and skills/experience

screening interviews of selected candidates
either face-to-face or by telephone

invitations and telephone briefing of short list
to top-scoring long list candidates re Selection Day process & client company

planning of selection day
to include appropriate exercises to test required behaviours and skills

client preparation
on: making compelling company presentation; handling Q&A session during Selection Day; performing assessor roles

facilitated selection day
Full-day programme hosted by client for group of c. 5-15 candidates, without client's prior sight of CVs, with external specialist industry/function assessor where required:

- Client company presentation from senior staff, with Q&A
- Programme of practical group exercises with client observation/interaction
- Written exercise on client issue
- 5-minute individual interviews

collective candidate ranking & shortlist
from Selection Day

telephone feedback for all candidates
on request, re their performance including observed behaviour, strengths, weaknesses and for their views of company

briefing client
on special format final interviews, handover of CVs

final interviews
by client and appointment made

coaching in post
3 months' coaching of appointee and/or line manager

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