

Pre-Recruitment

Advertising/ Sourcing

Assessment

Screening

On-Boarding

Hiring Manager



Contact recruitment consultant/create PageUp job card



Provide position description/brief & confirm schedule



Approve sourcing and assessment strategy & interview questions



Conduct shortlist with selection committee



Conduct interviews with selection committee, review assessment results



Complete reference checks



Make verbal offer/ notify outcomes post interview – internal candidates
Commence duty & induction



Recruitment Team



Search talent pool & eligibility- list



Meet with client & create plan/schedule



Advise sourcing & assessment strategy



QA job card/ position description and write advert



QA position description format, post advert



Schedule selection committee/ rooms



Distribute applications to panel



Schedule interviews & distribute on-line assessments, notify/feedback unsuccessful



Interpret & debrief assessments



Conduct Pre & post interview meetings and enter outcomes in PageUp



Conduct pre-employment screening checks



Review reference checks & screening results



Complete offer card in PageUp



Create & issue letter of offer



Notify outcomes post interview – external candidates

Maintain Contact with HRBP as necessary and update HPE Trim