

## Our Recruitment/Search Process



### Step 1 – Taking your Brief!

We treat the Brief Taking process as most critical aspect to achieve a successful hire! We focus not only on the basics of what is required but more importantly take time to understand your business objectives, your company culture, reporting structure, management style – these intrinsic and untaggable elements are just as important to understand as the job requirements.

We arrange an in-depth teleconference or preferably arrange a face-to-face meeting to discuss your requirements in detail and agree on a Recruitment Strategy. This will include a clear outline of each steps including time scale. We will also discuss additional value add services we will offer depending on your requirements.

### Step 2 – Market & Candidate Mapping

Each Recruitment Assignment will have a dedicated Resourcer specifically trained on on Market and Candidate mapping. researching, scouring and segmenting the market using the latest and most specialised tools (all of our Resurcers are Boolean Black Belts – AKA professional skills detectives ).

Essentially, the Market & Candidate Mapping is a large research project into identify all competitors, key players specific to your industry and look for similarities and synergies with your company, both for Local and International country search parameters. The Market Mapping process includes validating companies (Key date captured website links, HQ location, social media presence, No of employees, product/service speciality). in this process we are looking to identify successful companies and those more aligned operationally to your organisation.

The data collected from the Market Mapping is essential to conduct a strategic Talent Mapping for each Recruitment Assignment. This will result in a comprehensive candidate mapping and headhunting



list. We utilise the latest sourcing techniques and many social media platforms to communicate with targeted candidates to fill both short term and long term hiring requirements within the same organisation.

In fact, why not give JstWORK a test? Come and challenge us with your tricky or difficult role!

### **Step 3 – Qualify and Pre-screen Candidates**

Attracting & Qualifying passive candidates is our forte – we utilise industry-leading databases, headhunting techniques combined with a range of advertising solutions utilizing the social media platforms. We believe in active networking with key industry contacts in the market for referrals!

We will present you with our market and candidate mapping project and discuss our findings with you directly. We provide you with an honest appraisal about market conditions, the availability of candidates and how attractive your role and remuneration packages are to potential candidates.

We will focus on key competencies, skills and experience as a start and more importantly take into consideration your company key needs when creating a short list of candidates.

### **Step 4 – Presenting your Short List**

Our final shortlist will be presented in JstWork format. All candidates will be interviewed against your requirements and each candidate presented to demonstrate the key strengths and weaknesses, where necessary. Each candidate presented has been fully vetted, skills and experience verified.

### **Step 5 – Selection Process**

Designing your selection processes is our speciality! A critical step in the hiring process, we create a role specific selection process including competency based interviews questions specific to your role requirements. We can arrange psychometric testing and assessment centres as part of your vetting process.

We add substantial value by being involved in your selection process – years of accumulated experience in the selection process is where we add value.

### **Step 6 – Review/Evaluate and Finalise**

This is a critical step in the selection process – once all short-listed candidates have been interviewed – lets sit down and review. Do we have the best “fit” candidate or do more candidates need to be presented? Or Move to Offer stage and salary negotiation.

### **Step 7 – Completion of Hiring Process**

Offer Management Service essentially focuses to make ensure you secure your new hire in your ideal timescales and at the right salary level. Background Checking and Referencing is also available should you require this service.