

RECRUITMENT LEVELS

JOB SPECIFICATION & SOURCING



THE 1ST STEP IS TO COMPLETE OUR **VACANCY INFO FORM (VIF)**. THIS WILL HELP US UNDERSTAND THE POSITION YOU ARE RECRUITING FOR SO WE CAN PROVIDE YOU WITH THE CANDIDATES THAT MEET ALL YOUR EXPECTATIONS AND REQUIREMENTS.



YOUR VACANCY WILL BE POSTED ON:

- **PREMIUM** TALENT SITES
- OUR **EXCLUSIVE** INTERNAL TALENT PORTAL
- WE WILL ALSO LEVERAGE OUR VAST NETWORK AND MAKE CONTACT WITH THE **BEST CANDIDATES** IN THE MARKET

FILTERING & SCREENING



SPOTTING **RARE** TALENT IS WHAT WE DO BEST! ONCE WE RECEIVE APPLICATIONS, WE WILL USE OUR **EXPERTISE AND SKILLS** IN RECRUITMENT TO FILTER AND **SCREEN** ACCORDING TO YOUR **SPECIFICATIONS**

SCREENING INTERVIEW



THE SCREENING INTERVIEW ALLOWS US TO:

- GET TO KNOW THE CANDIDATE BETTER AS WELL AS ADD A **PERSONAL TOUCH** TO THE PROCESS
- **INTRODUCE** THE RECRUITING COMPANY
- PROBE **TECHNICAL CAPABILITIES** OR ANY OTHER UNCLEAR ASPECTS OF THE CANDIDATE'S CV AND
- READ **BODY LANGUAGE** AND PERSONALITY TO IDENTIFY **CULTURAL FIT**

REFERENCE CHECK



REFERENCE CHECKS HELP US:

- **GET TO KNOW** THE CANDIDATE BETTER FROM THE PERSPECTIVE OF **PREVIOUS MANAGERS/EMPLOYERS**
- **VERIFY** THE **ACCURACY** OF INFORMATION IN THEIR CV
- **IDENTIFY PATTERNS** OF CAPABILITIES, STRENGTHS AND AREAS OF IMPROVEMENT
- REINFORCE **TRUST** AND **MINIMIZES** HIRING **RISK**

RECOMMENDATION REPORT



A COMPREHENSIVE REPORT IS COMPLETED WHICH COVERS:

- RECOMMENDED CANDIDATES **PARTICULARS**
- WORK **EXPERIENCE**
- **SKILLS** LEVEL
- **REFERENCE** CHECKS
- **NOTES** FROM THE SCREENING INTERVIEW
- **TECHNICAL / CULTURAL** FEEDBACK FROM QUESTIONS PROPOSED BY YOU - THE EMPLOYER
- OUR RECOMMENDATION **RATING**

THE FINAL LEVEL

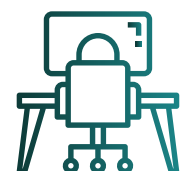


ONCE WE RECEIVE **FEEDBACK** ON THE REPORT, THE FINAL LEVEL WILL INCLUDE **ARRANGING MEETINGS** WITH SELECTED CANDIDATE/S AND THE EMPLOYER.



DEPENDING ON THE EMPLOYERS PREFERENCES THE FINAL LEVEL COULD ALSO INCLUDE SENDING THE CANDIDATES **TECHNICAL , PSYCHOMETRIC OR CULTURAL ASSESSMENTS** AS CHOSEN BY THE EMPLOYER-HOWEVER THIS IS NOT A NECESSARY STEP. ONCE THE DECISION IS MADE WE HAVE REACHED **NEXT LEVEL STATUS!**

OFFER OF EMPLOYMENT



ONCE WE HAVE **SELECTED** OUR NEXT LEVEL CANDIDATE, WE WILL **CLOSE** OUR **RECRUITMENT CYCLE** BY CREATING AN **OFFER OF EMPLOYMENT** AND **FINALISING** THE PROCESS!

HR & RECRUITMENT LEVELS

PLEASE NOTE THAT THE **HR AND RECRUITMENT** SERVICES BELOW CAN BE **CONDUCTED** ALL TOGETHER AS A **COMPLETE RECRUITMENT JOURNEY**, OR WE CAN **CUSTOMIZE A PACKAGE** FOR YOU WITH SELECTED SERVICES **PER YOUR REQUEST**

JOB SPECIFICATION



LEVEL 1

WE OFFER THE FOLLOWING JOB SPECIFICATION DOCUMENTS:

- **JOB DESCRIPTION:** CUSTOMIZED PER POSITION AND OUTLINES THE **ROLE, RESPONSIBILITIES, SKILLS AND EXPERIENCE** REQUIRED
- **JOB AD:** CRAFTED FROM THE **JOB DESCRIPTION** TO **ATTRACT** THE BEST TALENT & **OUTLINES** THE **JOB REQUIREMENTS**

EMPLOYMENT READINESS



LEVEL 2

WE OFFER THE FOLLOWING EMPLOYMENT DOCUMENTS:

- **EMPLOYMENT CONTRACTS:** DRAFTED AS PER **SA LABOUR LAW & BCEA**. PROTECTS THE **RIGHTS** OF THE **EMPLOYER AND EMPLOYEE**
- **NON-DISCLOSURE AGREEMENTS (NDA'S):** SUPPORTS THE **EMPLOYMENT CONTRACT** AND ENSURES OVERALL **PROTECTION & CONFIDENTIALITY** FOR **ALL PARTIES**

EMPLOYEE NAVIGATION TOOLS



LEVEL 3

WE OFFER THE FOLLOWING EMPLOYEE NAVIGATION TOOLS:

- **EMPLOYEE NAVIGATION GUIDE:** CUSTOMIZED ACCORDING TO CLIENT **POLICIES, PROCEDURES, STANDARD RULES & OPERATIONS**.
- **POLICIES:** WE OFFER A LIST OF **FUNDAMENTAL POLICIES** THAT ARE **ESSENTIALS** FOR ALL COMPANIES
- **COMPANY FAQ BOOKLET:** A SIMPLE YET CREATIVE **BOOKLET** THAT **ANSWERS QUERIES** ON YOUR **OPERATIONS AND BUSINESS FUNCTIONS**

NEXT LEVEL RECRUITMENT PROCESS



LEVEL 4

DETAILED IN RECRUITMENT LEVELS

OFFER OF EMPLOYMENT



LEVEL 5

QUICK, TRANSPARENT AND PERSONAL COMMUNICATION IS REQUIRED TO CLOSE A RECRUITMENT PROCESS. WE OFFER THE FOLLOWING:

- **LIAISE** WITH THE **CANDIDATE** AND THE **EMPLOYER**
- **ATTEND** TO ANY **QUERIES** RAISED FROM **EITHER SIDE**
- **ENSURE** THE **OFFER** IS **SATISFACTORY** FOR BOTH **PARTIES** AND FINALLY **SIGNED**

INDUCTION LEVEL



LEVEL 6

WE OFFER THE FOLLOWING INDUCTION SERVICES:

- **DESIGN** A FULLY **FUNCTIONING AND CUSTOMIZED INDUCTION PROCESS**
- **TRAIN INTERNAL MANAGERS** ON HOW TO **CONDUCT INDUCTION SESSIONS**

PROBATION LEVEL



LEVEL 7

WE OFFER THE FOLLOWING PROBATION SERVICES:

- **DESIGN** A FULLY **FUNCTIONING AND CUSTOMIZED THREE MONTH PROBATION PROCESS**
- **TRAIN INTERNAL MANAGERS** ON HOW TO **CONDUCT PROBATION SESSION** WITHIN SET **TIMEFRAMES**