

S5 Recruitment Methodology

Staging	Sourcing	Screening	Selection	Sustain
(Planning & preparation to begin the search)	(Identifying, pre- screening & presenting)	(Facilitating interviews and feedback)	(Finalizing candidates and filling the role)	(Supporting post- placement success)
Comprehensive role. Analysis: culture, company, competitors & key terminology	Source High Quality Talent using stategic methods	Schedule and prepare candidates for interviews	Pre-close candidates on potential offers to gauge commitment	Stay in touch with candidate after joining for 90 days
Conduct an intake meeting to align with the Hiring Manager	Attract interest with the opportunity pitch Pre-screen	Facilitate the interview process	Assist in CTC negotiation & extend offers	Address challenges and mediate issues. if need arises
Build a comprehensive Sourcing Plan	candidates for QIA (Qualified, Interested, Available)	Debrief candidates post- interviews	Conduct reference checks	Provide support to ensure smooth onboarding and integration
Establish the Candidate Value Proposition (The Pitch)	Present shortlisted candidates and address client feedback	Triangulate feedback from both candidates and Hiring Managers.	Address counter- offers and secure a commitment to the start date	Monitor satisfaction levels to confirm a successful placeme for both the candidate and the client.

Stage Complete

This stage is complete when the steps are reviewed and approved by a manager, typically within 48 hours

Stage Complete

This stage is complete when at least three QIA candidates are either in play or presented to the client, typically within 7 to 10 days

Stage Complete

This stage is complete when all interviews are conducted, and a best candidate is identified, typically within two weeks.

Stage Complete

This stage is complete when the candidate accepts the offer and successfully joins the new Job

Stage Complete

This stage is complete when the candidate has successfully completed 90 days in their new role, ensuring long-term success and stability.