

Recruitment Process

When candidates apply for jobs, it requires a clear understanding of the ins and outs of the process. A candidate who understands the basics of this process will appreciate what happens at each step.

Job Posting Strategy

STEP 01

- | Company website
- | Placement agencies
- | Associations
- | Job boards
- | Aggregators (i.e: Indeed)
- | Social media



- | Placement agencies may not need to post jobs - Register with them
- | You may require a membership to access jobs posted on associations' websites
- | Try different aggregators (i.e Eluta...)

Your RESUME

Dress to impress

STEP 02

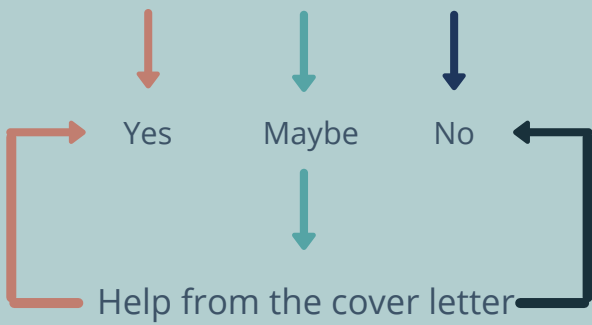
- | Surveys show that recruiters spend on average **6 to 8 seconds screening a resume**
- | **90%** of Fortune 500 & **40%** Companies use an ATS* to screen resumes

*Applicant Tracking System - Recruitment software

- | Quantify - Power is in the number
- | Describe Company you worked for
- | Mimic job description
- | Bold important words
- | Ensure coherent format
- | Highlight achievements

SCREENING Resume

Are you selected for a pre-interview?



STEP 03

- | If a cover letter is not required, you may still want to attach one. It may not be read, but if it is, it may make a difference

- | **Connect with your network**, let them know you applied

Your INTERVIEW(S)

You're almost there

Your interview experience will depend on the Company process:

- | The number of interviews
- | The channel
- | The length
- | The number of people per interview

STEP 04

- | Pre-screening
- | Phone interview
- | In-Person
- | Virtual



THANK YOU note

What to include?

- | Demonstrate your engagement
- | Value the time spent with you
- | Reiterate interest for the role
- | Confident to be a fit for the culture of the organization
- | Look forward to hearing from them

Your OFFER

Congratulations!



STEP 05

- Depending on the Company process:
 - | Conditional offer
 - | Background/ Reference checks
 - | Final offer