

## CV Screen Recruitment Process

### Stage 1 **Appoint Account Manager**

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- > Appoint a dedicated CV Screen Account Manager to manage client.

### Stage 2 **Company and role profiling**

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- > Identify company background
- > Analyse Market Sector
- > Identify Company culture
- > Define role and responsibilities
- > Identify core competencies, technical requirements and desirable skills.
- > Personal profile.

### Stage 3 **Candidate Identification**

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- > Advertise vacancy on leading Internet job boards such as Jobsite, Jobserve, CW Jobs, Monster and Planet Recruit.
- > Search online databases. CV Screen has access to over 100,000 IT professionals.

### Stage 4 **Candidate Screening**

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- > Filter CV's based on requirements identified in stage 1.
- > Identify short list of candidates.
- > Conduct a comprehensive telephone interview with candidates to discuss the vacancy, identify their key skills and assess their suitability for the position.
- > Submit a maximum of four CV's to client (unless otherwise instructed by client).

### Stage 5 **Interview and offer management**

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- > Organise interviews in accordance to both candidate and client availability.
- > Provide feedback to both client and candidate following the interview.
- > In the event of an offer, our trained consultants will discuss the offer with the candidate.
- > Liaise with candidate during the offer process to ensure that they have returned the contract and that the start date is organised.
- > Liaise with both candidate and client up to and beyond the start date to ensure the process has been completed successfully.