

## OUR RECRUITMENT PROCESS

### Step 1

- We receive a Job Specification for a **specific position** from our Client.

### Step 2

- Sourcing of applicants through our database / recruitment / advertising.

### Step 3

- Screening of CV's.

### Step 4

- Interviewing of candidates (preferably in person or otherwise telephonically if its not possible for the candidate to visit our offices).

### Step 5

- Reference checking.

### Step 6

- Typing of CV's and thereafter referral of candidate to our Client.

### Step 7

- Feedback from Client on candidate.

### Step 8

- ITC, credit, qualification and criminal checks (at Client's request).

### Step 9

- Client assessment / interview(s).

### Step 10

- Waiting for final feedback from Client.

### Step 11

- We will inform you when there is feedback from the Client.

### Please note

- As we receive hundreds of CV's for one position advertised, please note that no feedback from us means that your CV did not suit our Client's profile and was either saved to our database for future reference or declined by the Client, as it is impossible to contact each applicant.
- However, if you were invited for a interview at our Client, we will inform you of the outcome.