



momentum

THE RECRUITMENT PROCESS

So you're in the market for a new job.
How does the recruitment process work, and what parts of the process directly impact you?

STEPS TO GIVE YOU AN IDEA OF HOW THE WHEELS TURN TO MAKE IT ALL HAPPEN:

- ONE** The employer establishes their selection criteria
- TWO** The role is advertised
- THREE** Candidates respond to the advertisement by submitting an application and/or CV
- FOUR** Candidates receive information about the role, along the lines of a position description
- FIVE** From the CV's and/or applications the consultant makes an interview shortlist with assistance from the employer
- SIX** Successful candidates who are selected to be interviewed receive details about the interview format
- SEVEN** Interview take place
- EIGHT** The candidates who are selected to move onto the next stage undergo psychometric assessment
- NINE** Reference and background checks are made on the preferred candidates
- TEN** A recommendation is made to appoint the preferred candidate
- ELEVEN** The successful candidate and employer negotiate and agree on Terms and Conditions of employment
- TWELVE** The successful candidate and employer begin their employment relationship

SOME TIPS:

- // Know who you're applying to work for. Research the business or organisation before you apply, and make sure you know your stuff if you're asked to interview for the position.
- // Prepare your application and CV meticulously. A great CV gives you more likelihood of being asked to interview. Take a look at our CV Dos and Don'ts PDF for some tips.
- // If you include a covering letter, leave a lasting impression by ensuring that it's well-written and specific to the role.