arnoldgroup australia

safetypeople australia | insurancepeople australia | healthcarepeople australia | environmentpeople australia | ipeople

Recruitment Process

Week 1

Instructions Received

- Full brief received from client including receipt of any position descriptions
- Recruitment Strategy outlined and approved by client

Candidate Search

- Database Search
- Use of our extensive network of candidates, referees and clients
- Public Advertising
- Other campaign agreed to by Client

Week 2

Candidate Screening

- Pre-Screen via Telephone (includes overview of Client and the position)
- Short listed and invited to Agency Interview
- Behavioral interview against position criteria (includes detailed briefing regarding position specifications, client culture and interview process

Shortlisting

- Re brief final short listed candidates and seek approval to submit application to Client
- Short listed applications prepared for submission to Client. An interview summary report includes salary expectation, notice period and availability
- Arnold Group Australia undertake detailed telephone briefing regarding each short listed application. Client may request initial referee checks, testing or assessments to be conducted prior to interview
- Agreement with Client regarding initial client interview dates and times

Week 3 & 4

Interview

- Interview to take place on Client site or other agreed location
- Arnold Group Australia Account Manager gains feedback from client contact following candidate interviews
- Arnold Group Australia Account Manager debrief interviewed candidates, gain feedback regarding the interview process, the role in question and confirmation of continued interest in the role (including further salary and benefits confirmation, availability)

Referee Assessments

- Feedback to be provided to Arnold Group Australia Account Manager and next steps outlined (may include additional interview times, further reference or background checking or testing)
- Additional referee checks or further assessments conducted on client final short listed candidates
- Arnold Group Australia Account Manager relay feedback to client contact and agrees to next steps

Final Negotiations

- Client advises Arnold Group Australia Account Manager of offer of employment details
- Arnold Group Australia Account Manager to communicate offer to successful candidate and seek acceptance
- Arnold Group Australia Account Manager to coordinate any paperwork in consultation with Client
- Unsuccessful candidates advised and provided with specific feedback

Invoicing Candidate Care

- After Placement Candidate Care program Initiated following the commencement of successful candidate
- Following the completion of all paperwork, Safety People Australia prepare and submit appropriate invoice