



## Human Resourcing

### The Recruitment Process

#### **MARKETING**

Australian Sports Brokers will provide you with a point of differentiation, systematic approach, credibility.

#### **TAKING THE BRIEF**

Professional analysis/definitive job profile, qualified applicant base.

1. Review the job description.
2. Interview hiring manager for clarification of technical priorities.
3. Research industry to locate logical talent pool.
4. Check existing database for leads.
5. Source to narrow research results.
6. Advertise (if necessary)

#### **RECRUITMENT AND SELECTION**

Significant savings (time and money), objective questioning, valid & reliable comparisons, applicant awareness, fairness & integrity, incisive sales pitch.

7. Take telephone response
8. Sift resumes
9. Qualify candidates by initial telephone interviews against the necessary job essentials.
10. Separate the potential finalists from the window shoppers, and under-qualified.
11. Perform in-depth interviews with potential finalists
12. Reference check performance with former supervisors and colleagues.
13. Check and verify candidates' credentials.
14. Test, rank, and evaluate chosen nominees.
15. Arrange and coordinate interviewing schedules.
16. Prepare and counsel nominees to allow you to present your company in the best way possible.
17. Prepare client for interviews by providing full pre-interview information as well as results of references and credential checks.
18. Debrief candidates after each interview, answering unanswered questions, etc.



## **PLACEMENT**

20% of applicants are hired on skills while 80% of employees are fired on lack of job fit.

19. Debrief client hiring authority after each interview, assessing strengths, weaknesses, incompatibilities, etc.
20. Coordinate next step with Hiring Manager on possible offers to be made and set the stage for acceptance.
21. Strategize with company in providing necessary information required for negotiating an acceptable offer.
22. Reconcile any differences with successful candidate to smooth the way for offer acceptance.
23. Assist with material issues such as re-location, travel etc (where necessary)
24. Work with spouse placement if necessary.

## **MONITOR**

Management strategies (enhanced applicant fit), cost savings (greater retention/reliability).

25. Follow up after placement to assure new employee integration.
26. Monitor through guarantee period.

## **CLIENT RELATIONSHIPS**

Research & development (exclusive insight into company)