The Recruitment Process

1

Write Job Description

Necessary to create your advertisement and for the successful candidate.

2

Source Candidates

Using advertising, social media, networking, and Eclipse Recruitment

3

Screen Candidates

Reviewing and sorting through applications. Take your time. Consider soft and hard skills.

4

Interview Candidates

Significant part of the process. Candidate should do the talking. Be prepared.

5

Testing

Run skills and psychometric testing. Do they have the right experience and personality to suit the role and company culture?

6

Reference Check

You need permission first. Are the referees the right people to speak to?

7

Offer & Negotiation

Offer market salary range and outline benefits. Don't delay the process. Communicate often.

8

Onboard New Staff

Have everything ready to go. Inform team of the start date. Have a structured induction program.

www.eclipserecruitment.co.nz/recruitment-process