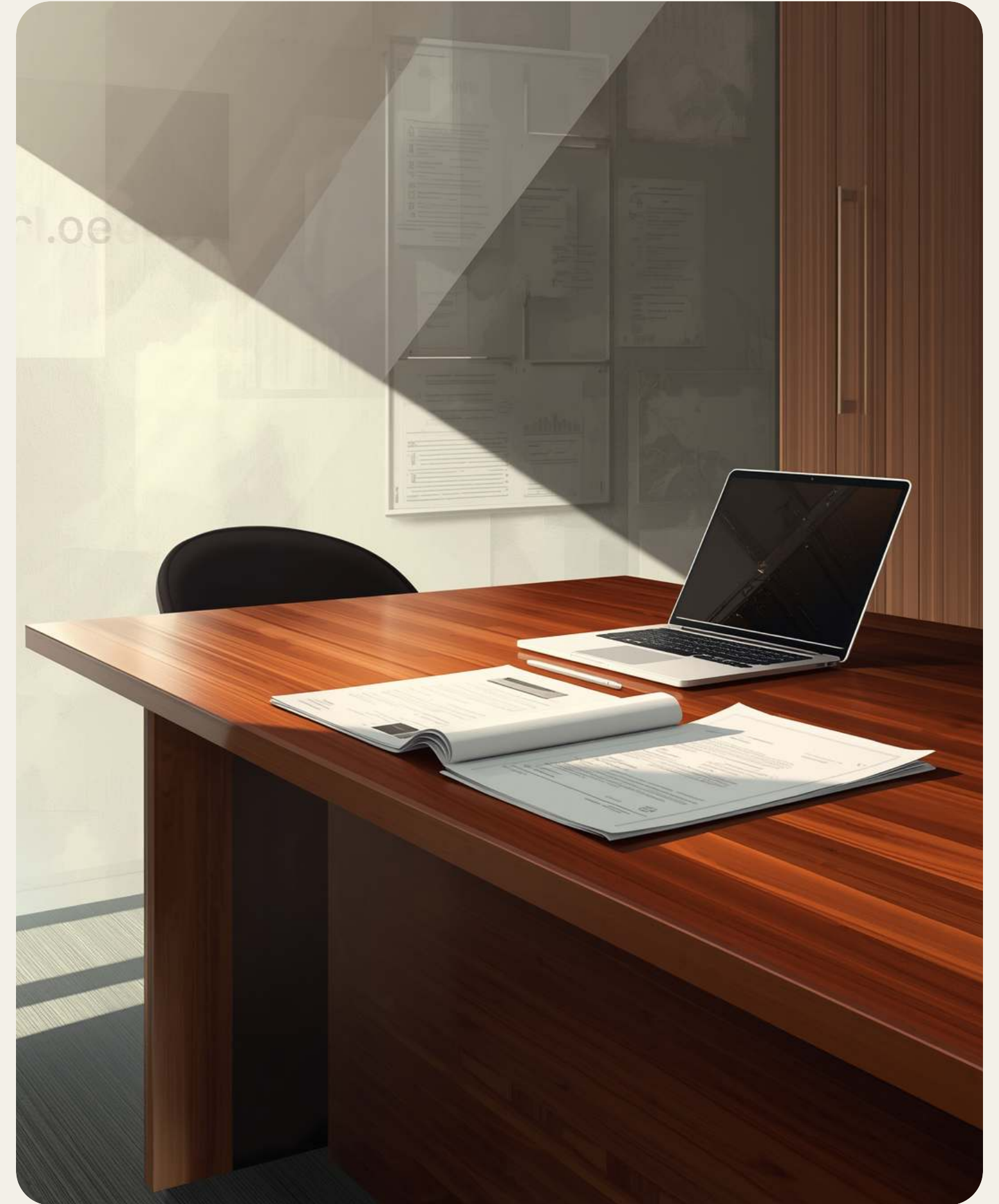


RECRUITMENT WORKFLOW

End-to-End



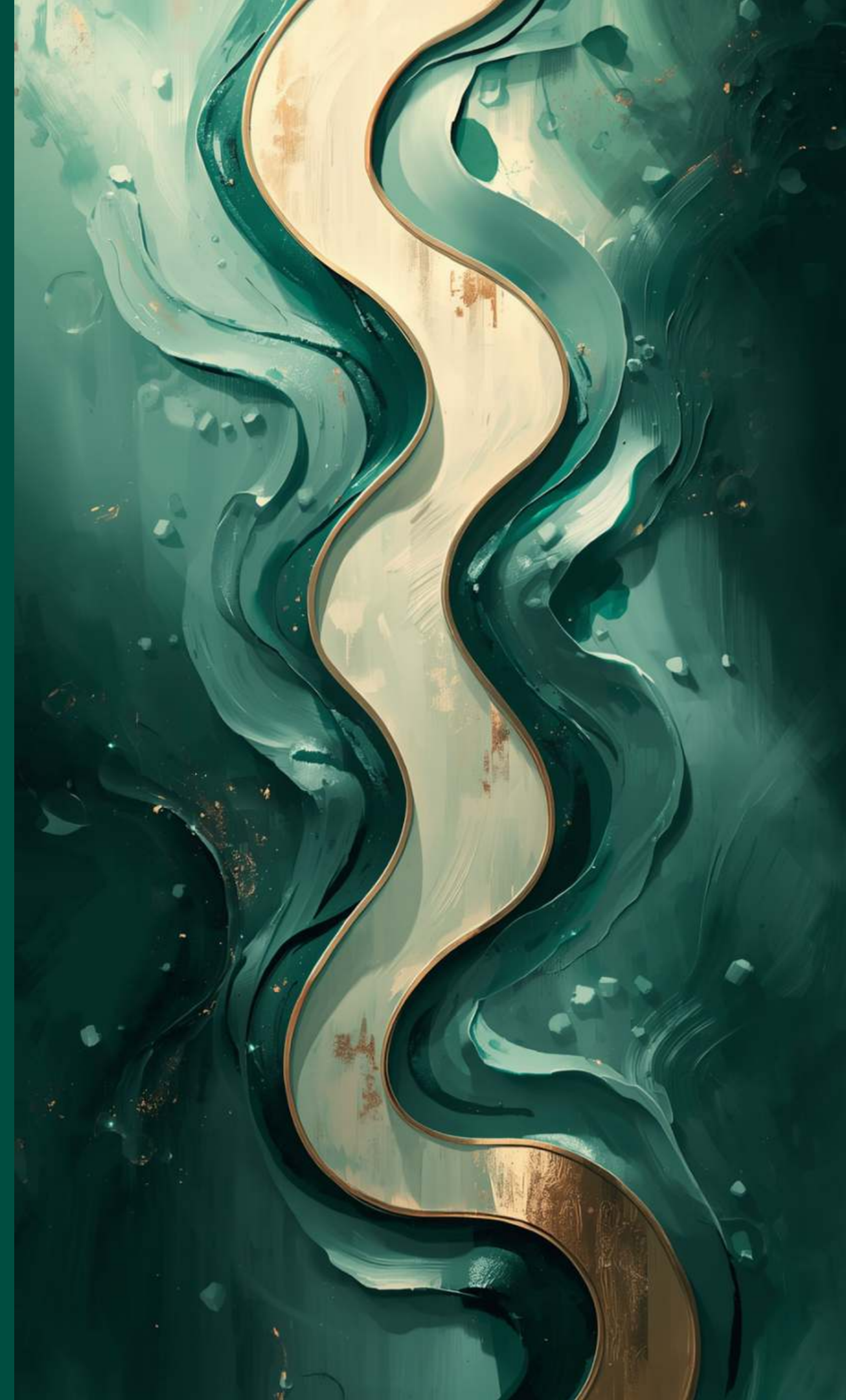
PRESENTED BY ANITA ANKELI, HR CONSULTANT
& INSTRUCTIONAL DESIGNER



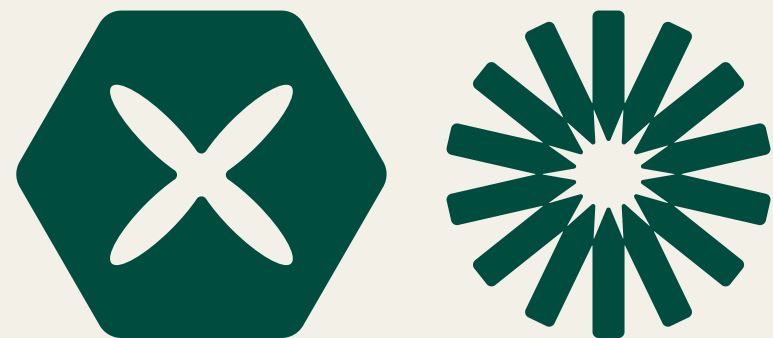
The Process Overview

The **End-to-End Recruitment Workflow** consists of four distinct phases. Each phase is structured into four stages, creating a comprehensive and systematic approach. This design ensures that every step is aligned with business goals, facilitating efficient and effective talent acquisition. By mapping out these processes, organizations can enhance clarity and accountability, leading to improved outcomes and a stronger workforce.

In this framework, Phase 1: **Plan** sets the foundation, followed by Phase 2: **Attract**, which focuses on enticing suitable candidates. Phase 3: **Assess** rigorously evaluates candidates, while Phase 4: **Secure** finalizes the hiring process. Together, these phases create a cohesive pipeline that not only streamlines recruitment but also fosters a culture of excellence and continuous improvement in hiring practices.



Phase 1 — Plan



Formalising the Hiring Request

A department formalises a validated talent need with a clear business justification, ensuring alignment with organizational goals and resources before proceeding.

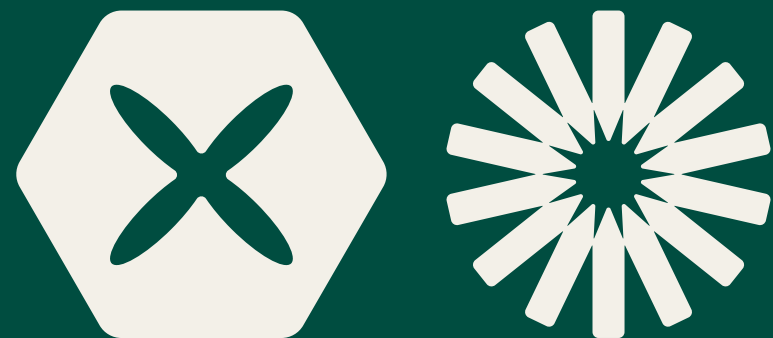
Detailed Role Analysis

Responsibilities, competencies, and success criteria are meticulously defined, establishing a strong foundation for the recruitment process and ensuring clarity for potential candidates.

Developing the Job Description

The analysis transforms into a precise job description and person specification, serving as a clear guide for attracting suitable candidates and setting expectations.

Phase 2 — Attract



Effective Job Advertisement Strategies

Crafting compelling job advertisements ensures the role attracts qualified candidates by clearly communicating the employer's brand and the unique opportunities offered.

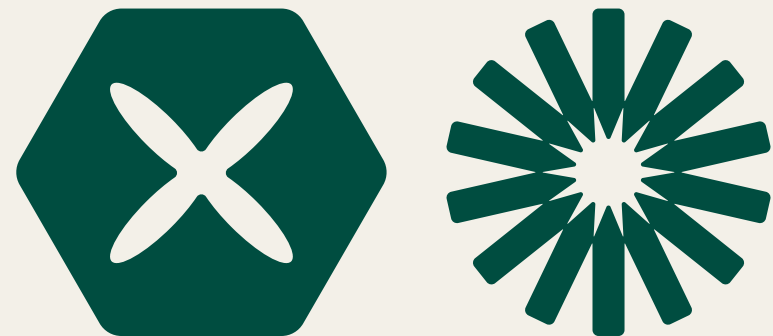
Proactive Candidate Sourcing Techniques

Identifying and engaging both active and passive candidates broadens the talent pool, allowing for a diverse and qualified selection, crucial for organizational success.

Rigorous Application Screening Process

A thorough screening process filters applications against essential criteria, ensuring that only the most suitable candidates are shortlisted for further evaluation and assessment.

Phase 3 — Assess



Efficient Interview Scheduling Process

Coordinating panels and candidates is crucial to maintain **momentum** during the hiring process, ensuring timely decision-making and engagement throughout the recruitment cycle.

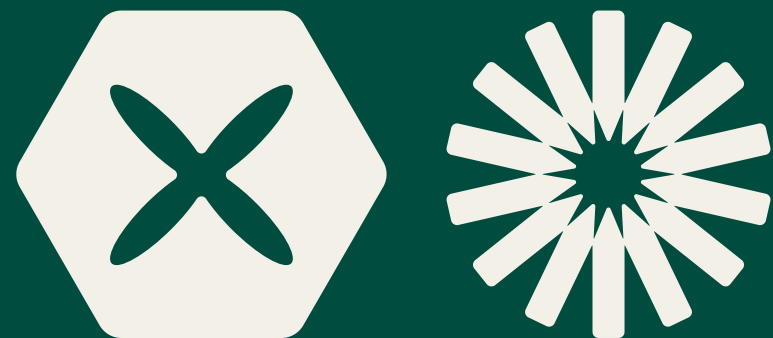
Consistent Structured Interviews

Implementing criteria-based interviews fosters a **fair comparison** of candidates, helping to eliminate biases and providing a more objective evaluation of each applicant's qualifications.

Comprehensive Candidate Assessment

Validating competencies through various methods such as tests or work samples ensures that candidates meet the **necessary standards**, supporting informed hiring decisions while enhancing overall quality.

Phase 4 — Secure



Selection and Offer Process

The best-fit candidate is identified and a formal offer is extended, ensuring clarity and competitiveness in terms and conditions.

Confirming Offer Acceptance

Acceptance of the offer is confirmed, with final terms negotiated to align both candidate and organizational expectations effectively.

Completing Pre-Employment Documentation

Necessary contracts and compliance documents are finalized, ensuring all background checks and formalities are completed before onboarding begins.



**"A disciplined approach to hiring
fosters excellence and fairness in
every recruitment decision."**

– Anita Ankeli