Recruitment Process Flow Chart

Client Interview

1. Discuss the role(s)
2. Determine the core competencies required and desired work experience
3. Discuss business culture and 'cultural fit'
4. Determine salary and benefits
5. Discuss timing considerations
6. Discuss the most effective advertising strategy
7. Communicate Retail IQ's fee structure
8. Complete Client's Synopsis Brief
9. Communicate Retail IQ Guarantee

Database Search

Search core competencies on the Retail IQ Candidate database

Retail IQ Team Consultation

Discuss the role, competencies and work experiences with the Retail IQ recruitment team

Advertising Strategy

1. Seek
2. Careerone
3. Link Me
4. The Advertiser

Contact Candidate

Assess Candidate Applications

1. Read all candidate applications
2. Determine suitability for the role

→ Communicate with unsuccessful Candidate

Conduct Initial Telephone Interview(s)

Conduct initial telephone interviews with those candidates whose experience and competencies are most closely aligned with the client's requirements

→ Communicate with unsuccessful Candidate

Conduct In-person Interviews

Conduct in-person interviews with suitable and interested candidates

→ Communicate with unsuccessful Candidate

Brief client regarding candidate interviews

Arrange/Attend Second Interviews with Candidate & Client

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Conduct Candidate Reference Checks
Conduct thorough candidate reference checks

→ Arrange skills/aptitude testing as required

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Brief Client regarding outcomes of Reference Checks

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Conduct Client/Candidate Negotiations
Conduct negotiations with the desired candidate(s)

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Provide additional HR Services as required
Provide additional HR Services including Position Description templates, Employment Agreement templates and profiling services

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Confirm Arrangements
Confirm salary, probationary period, incentives, review processes, motor vehicle, laptop, telephone (allowances), dress code/uniform, training & induction requirements and start day

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Performance Management
1. Periodically "check-in" with candidate during the first 30 days of employment to determine level of satisfaction
2. Provide feedback to both client and candidate as required

→ **Issue Retail IQ invoice and Guarantee**