

## Part II

# Common Recruitment Process

In this checklist, you will be able to identify the gap within your organization before you start looking for talents.

Following are the highlights covered in the checklist section:

Get to know why your company is hiring.

Get to know what is your company recruitment needs.

Get to know whether your company has prepared an evaluation for post-recruitment.

# Pre Recruitment Process

## Why A Company Would Need To Hire?

It all started with realization, where the company realizes the needs to:

1. Fill up a vacant position. (Newly formed/recently vacated)
2. Better in managing the team's workload.
3. Expand and grow the company.

Especially when a company is growing, one can't avoid from hiring for more vacants as the workload for each department would be increased gradually. To make things done in a more efficient and effective way, the company will need to hire more manpowers for the respective departments/teams.

## Business Expansion

### Roles Requirement

(Job description & job requirements)

### Align Role With Business Plan

### Budget Planning

### Key Performance Index

# Recruitment Process Stage

## Have You Prepared Your Recruitment Needs?

Once a company identifies a hiring need, it should begin to recruit and fill the need. In the case of newly formed positions, it is advisable for company to:

1. Clearly identify how the new role aligns with goals and company objectives.
2. Keep relevant internal teams and employees apprised of the new position at each stage of the hiring process.
3. Have a smooth hiring decision process and appropriate communication channel.

Recruitment also includes strategizing on how to publicize the new position, both internally and externally. It is mainly focus on:

- Criteria for initial candidates screening.
- The hiring process.
- Person-in-charged for the interview session.

### Job Vacancy Draft

**Job Title**

**Location**

**Salary**

## Job Vacancy Draft

### Candidate Requirements

(Must to have)

### Main Responsibilities

### Relevant Added-Value

(Nice to have)

## Company Introduction

### Company Vision

### Company Mission

### Nature Of Industry

## Company Introduction

**Working Culture**

**Office Location**

## Business Expansion

**Online Advertisement**

(Use social media platform to post jobs)

**Job Portal**

**Company Website**

**Recruitment Agency**

**Newspaper**

## **Business Expansion**

**Email**

**Job Fair**

**University Partnership**

## **Screening Process**

**Resume Screening**

**Portfolio Screening**

**Salary Budget**

**Location**

## Assessment Tools

### **Aptitude Test**

(Assess cognitive abilities) *e.g. Critical thinking, Numerical reasoning, Logical thinking.*

### **Personality Test**

(Assess personality fits) *e.g. Big 5 personality test, Holland test.*

### **Intelligence Test**

(Assess IQ level) *e.g. Wechsler intelligence scale for adults (WAIS), Stanford-binet intelligence scale.*

## Interview Process

### **Meet Company Expectation**

### **Company Culture Fit**

### **Career Goal Validation**

*e.g. Long term employment.*

# Post Recruitment Stage

## Have You Prepared For Evaluation Feedback After Your Hiring Process?

Gather interview feedback through interview evaluation form while it's still fresh in their minds. It's important that they provide details around why they think a candidate would, or would not, be a good fit. Let candidates know of your decision as soon as possible. This will help you close your top-choice candidate, and ensure that rejected candidates will still think highly of your organization.

### Background Check

**Criminal Record**

**Reference Check**

**Medical Test**



## **Interview Status Update**

**Email Notification For All Candidates**

**Phone Notification For All Candidates**

**Letter & Contract**

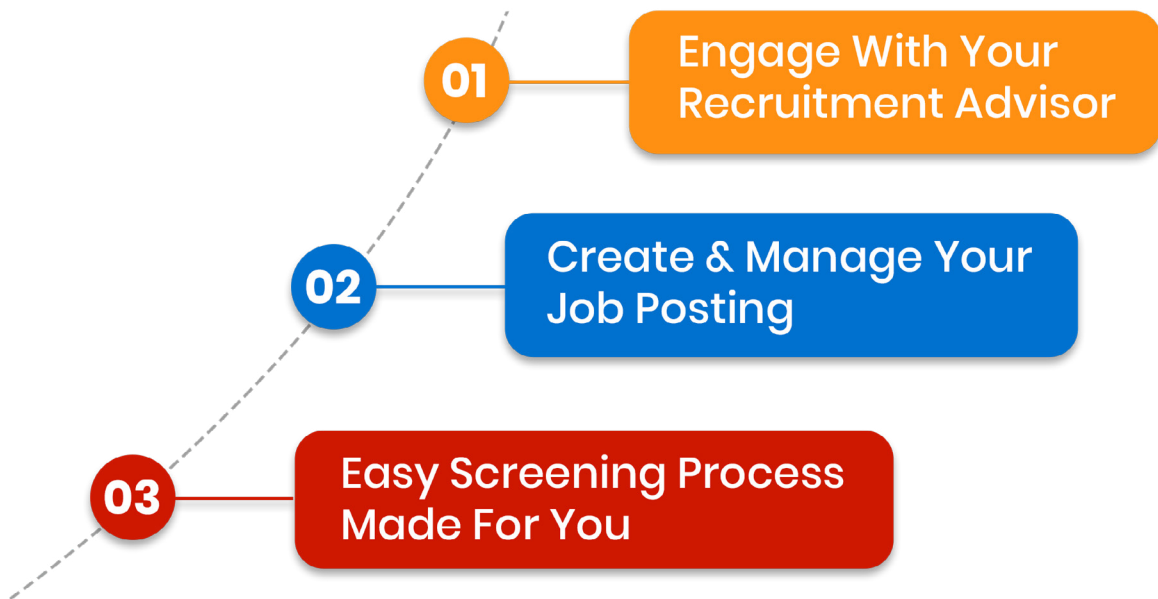
(If Applicable)

**Terms Of Service**



# An Innovative Talent Solution

An innovative talent platform that provides easy administration to screen and select talented candidates pool.



## Happy Voices From Our Clients



### DELILAH

We would like to express our gratitude and appreciation to you for your assistance and cooperation throughout the process. You have provided a wonderful and exceptional service. Highly recommended for any future collaboration.



### ARIFUDIN AMIN

Thank you so much Xremo for assisting our company on hiring arrangement especially interview part. Xremo Recruitment Advisor provides good services and I managed to get 3 staff within one month time.



### JACKY LIM

Able to receive good list of candidates for us to shortlist and look for the right candidates to hire. It helps us to save a lot of time to hire vacancy positions. Thanks to Xremo Recruitment Advisor for the assistance.

and many more...

## CONTACT US

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