

Twenty Steps

Recruitment is a straight line process. Excellent recruitment has at its core a strict process that means the recruiter, candidate and client all have their expectations met.

Aqua Resources Group deploys the same twenty step process on every hiring request whether it is a complex headhunting assignment or standard resource placement. We place great emphasis on the quality of what we do. By maintaining a consistent process we are able to continuously improve our services to both candidates and clients. The twenty steps are listed below:

- Requirement Qualification - confirming details on role, salary/rates, skill sets, start dates, etc
- Role Advertising - writing and placing jobs on e-jobsites and other media
- First Level Screening - screening candidates against client selection criteria
- Short Listing - generating most suitable candidate listing for submission to clients
- Submission - submitting short listed candidates to clients with all qualifications, etc
- Interview Scheduling - setting suitable interview dates for selected next level candidates
- Finalising Offers and Expectations - confirming package on offer and candidate expectation
- Preparing the Candidate - briefing candidates, making sure they have directions, information, etc
- Second Level Screening - taking up references, validating qualifications and work status
- Technical Screening - technical testing, on line or on site evaluations
- Preparing the Client - briefing interviewers, making sure they have CVs, synopsis, etc
- Interview Checks - confirming that both parties are set and ready to interview
- Post Interview - acquiring post interview feedback and next action briefing
- Feedback - collating and passing feedback from and to both parties, agreeing next actions
- Follow Up - scheduling next actions, second interviews, tests etc
- Offer Management - arranging and publishing contractual and offer information
- Acceptance Management - collating responses and managing counter offers
- Start Management - arranging induction, start times, pastoral care
- Celebrate - celebrating and thanks all round
- Continuous Improvement – getting feedback on the process for ideas on improvement

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