

- A consultation meeting or call to obtain information on your business and recruitment needs
- Complete a thorough Vacancy Specification Form
- Agreeing of Terms of Business and Service Level Agreements

- Constructing relevant job advert and job description where required
- Place ads on relevant job boards and Elite website
- Carry out thorough search of database and CV search platforms
- Promote job through Elite social media channels

- Check in with candidate prior to start date
- Card sent to every new starter on their first day
- Check in after month 1 to ensure smooth induction and onboarding

- Carefully sift through all job applications
- Write to those who are not successful in being shortlisted
- Carry out 1st stage interview and scoring process
- Carry out 2nd stage interview
- Issue the Job Description and associated company information
- Where appropriate issue web interview

- Receive full offer details
- Present offer to the candidate verbally and followed up by email
- Deal with any queries and negotiation
- Issue Confirmation to both parties

- Review Cover Letter and carry out Right to Work checks
- Put submission together with Specification Match detail, cover letter, necessary information and CV
- Send to client including all relevant information

- Arrange interviews to the convenience of both parties
- Provide detailed confirmations to candidate
- Check in with candidate to ensure attendance
- Provide feedback to both parties



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"The Knowledge"
Understanding your Needs

"The Launch"
Advertising the Role

"The Selection"
Shortlisting

"The Introduction"
Presenting the candidate

"Meeting of Minds"
Client Interviews

"Securing the talent"
Offer & Negotiation

"Onboarding"
Regular updates