



Steps in Our Recruiting Process

(The “explain how we work” process)

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A. Discovery Phase

- ✦ Gather Information and Qualify Assignment
 - Define clients wants and needs to use in identifying qualified candidates
 - Gather selling points used to motivate qualified candidates to change jobs
- ✦ Create a “target list” of people, companies and industries to recruit or recruit from
- ✦ Create a Sales Presentation on the opportunity (one that “sells” not “tells”)
- ✦ Exchange commitments and set expectations

B. Search Phase

- ✦ The profile of the individuals that we recruit:
 - Working with one of your direct or indirect competitors
 - Degreed (if necessary)
 - Successfully doing the job that you want to have done in your company
 - Generally happy
 - Liked by their boss and peers because of their work ethic and success
 - Not looking for a job therefore if they are not contacted directly about your opportunity they won’t know it even exists
- ✦ Call target list (200 – 300 contacts)
- ✦ Talk to 70 – 80 people that show some level of interest in the opportunity
- ✦ Initial Qualifying to narrow # of candidates to 20 – 30
- ✦ Behavioral Interviewing and In-depth Qualifying narrows the field to 10 candidates that are a fit for the job and the job is a fit for them (we make a true match)
- ✦ Reference check the top 1 – 3 candidates
- ✦ Present the top 1 – 3 fully qualified, motivated & referenced candidates to the Hiring Authority where the only decision to be made is not can they do the job but which candidate fits best culturally
- ✦ Cover interview availability, counteroffer and start date with candidate

What We Do (True Matching)

Company (Assignment Profile)		Candidate (Candidate Profile)	
Needs (Job Description)	← Sell →	Offers (Resume)	
	← Sell →	Offers (Selling Pts. Of Company, Boss & Job)	Needs (Likes / Dislikes about Company, Boss & Job)

What We Don't Do (Slinging Mud/Pushing Paper)

Company		Candidate	
Needs (Job Description)	← Sell →	Offers (Resume)	

C. Hiring Phase

- ✦ Nail down a hiring process that will allow us to attract the best candidates for our clients
- ✦ Set interviews (act as the liaison between Hiring Authority and Candidates)
- ✦ Coach (H/A and Candidates) prior to the interviews so that we can help ensure efficient and poignant interviews
- ✦ Debrief (H/A and Candidates) after the interviews to ensure that we get not only feedback but also capture the true emotion and enthusiasm (or lack thereof) that is there right after an interview takes place
- ✦ Assist in offer negotiation and presentation to assure candidate acceptance

D. Transition Phase

- ✦ Re-cover counteroffer with candidate
- ✦ Help Candidate create a resignation letter
- ✦ Coordinate start date

E. Follow Up Phase

- ✦ Follow up with Hiring Authority and Candidate before start date
- ✦ Follow up with Hiring Authority and Candidate on start date
- ✦ Follow up with Hiring Authority and Candidate post start date