Recruitment Process

STEP 01

Lead Generation

SEO Marketing is done to generate Leads or Email / Call is received asking for Manpower

STEP 02

Business Terms

Send Business Terms to the client and take the acceptance email.

STEP 03

Job Description

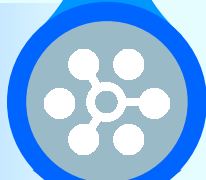Take detailed Job Description from the client via email.

STEP 04

Update JD

Update the JD in the ERP software

STEP 05

Job Allocation

Allocate the Job to the Consultant

STEP 06

Job Posting

Job Posting is done in the all the Job Portals and social media sites

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Shortlist the profile

Shortlist the profile which is received in the Job Portal and parse in the ERP software

Conduct Interview

Conduct first level of Interview with the candidate via phone

Forward to client

Email the suitable profile to the client via ERP Software

Inform the client

Inform the client that you have sent the profile and ask for a suitable date and time

2nd round interview

Once received the details, inform the candidate via email about the date and time

Inform the candidate

Call the candidate and take their confirmation for the 2nd round of Interview with the client

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STEP 13 — Interview Feedback

Take Interview feedback from the candidate and the client

STEP 14 — Interview Results

Pass on the Result to the candidate once selected, if rejected take reason

STEP 15 — Offer letter

Ask client to email the offer letter to the candidate with cc to consultant

STEP 16 — Joining date

Take confirmation of the candidate and inform the joining date to the client

STEP 17 — Invoice Generation

Send the invoice to the client after 1 week of joining the candidate

STEP 18 — Ensure Payment

Ensure that the payment is received within 15-30 days after the invoice is sent

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Transfer the 60% share

Transfer the 60% share of the consultant on the same day.

Update in ERP

Update all the details in the ERP software and close the case

ERP

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