A Summary of the Recruitment and Selection Process

Step One

Identify the job competencies and personnel specification for the new vacancy.

Step Two

Develop advertisements based on the specific requirements.

Step Three

Determine the most effective recruitment marketing strategy for the new position.

Step Four

Review all applications and screen candidates according to the determined requirements.

Step Five

The Selection Process: Based on the job competency profile, this may require interviewing and any required testing of potential candidates.

Step Six

Perform any necessary background checks of potential candidates.

Step Seven

(Optional steps): Perform medical examinations and criminal checks.

Step Eight

Decision based on the entire process.

Step Nine

Verbal offer and written notification.