

**STEP BY STEP GUIDE FOR HIRERS**

## **Recruitment: A step by step guide to working with MYM Recruitment**

Using any agency is relatively simple and similar across the board however we have detailed below the simple 10 stages.

Important point to note is that in ROI you must be licensed and registered with state to operate as a Recruitment Agency or Business.

MYM Recruitment is presently (as of Jan. 2019) the only fully licensed 'high street' Agency in Donegal.

### **Stage 1:**

#### **Agreeing Terms**

Before we commence work on any role, we will give you a quotation and send you our terms. We will ask you to read, sign and return these before we start working on any role.

### **Stage 2:**

#### **Gathering the Right Information**

We will ask you to share with us a full job spec for each role which lists all the duties and responsibilities and also a list of the criteria you wish to consider. This should include both essential and desirable criteria and can be both education and experience.

We may also ask you for some information about your company and a link to your website. This helps us 'sell' your role and company to potential candidates.

### **Stage 3:**

#### **Utilising our Resources**

Our first step when we have all the information, we need is to add your job to our bespoke database and run a cross reference search. This search will in most cases identify potentially suitable candidates. We will then endeavour to contact these candidates and share with them the job you are looking to fill to ascertain their interest and suitability. These candidates will be invited to apply/express their interest.

### **Stage 4:**

#### **Candidate Attraction**

Candidate attraction comes in many forms, advertising the vacancy on our website, various national and jobs boards along with an assortment of social networks.

### **Stage 5:**

#### **Candidate Identification**

We will collate all the applications /expressions of interest and deal with each applicant fairly. We will screen each candidate fully to ensure we identify only the most suitable candidates for your needs ensuring they fit the job description as set out by you.

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**Stage 6:**

**Candidate Submission**

Once we are satisfied that the candidate/s we have identified are a good match for the role, the candidates 'Agency CV' will be submitted you to consider.

**Stage 7:**

**Feedback and Interview Process**

Once you have reviewed the CV's presented to you, we would ask that you provide us with brief feedback on each applicant and your decision for the next stage. We will make contact with all the applicants both those you wish to interview and those you don't and inform them of your decision. Unsuccessful candidates will be provided with feedback. Candidates successfully called for interview will be informed by the us and guided as to how best prepare.

**Stage 8:**

**Interview Feedback**

Once interviews are complete if you could again contact us with feedback, we will share this with those who you have met and either set up 2<sup>nd</sup> round interviews or make the job offer (we manage the offer and negotiation stage on behalf of the client and the candidate)

**Stage 9:**

**Billing**

On the day the candidate starts you will receive a request from us to confirm the placed candidate has indeed started work as intended.

Once you have confirmed this we will raise and invoice for the pre-agreed placement fee and this invoice will be sent onto you for payment.

**Stage 10:**

**Satisfaction**

We may ask you to complete a survey or provide us with a short testimonial/reference detailing your experience with us.