

# HOWARDCO RECRUITMENT PROCESS BREAKDOWN

For a seamless and successful recruitment journey, **we need the following from you at each stage of the process:**

1

## PREPARATION

- Howardco 30pt Checklist
- Up-to-date position description
- Confirmed salary and benefits
- Interview availability (Employment assessment if required)



2

## ADVERTISE AND SCREEN

- Ad and marketing image approval
- Review and approve screening sheet
- Initial application feedback (likes/don't likes)



3

## INTERVIEW

- Review and agree interview guide
- Confirm manager attending interviews
- Provide business overview for interview
- Time availability for interviews incl debriefs
- Time to discuss selection and offer



4

## SELECTION

- Review reference checks
- Preparation and quick turnaround of employment contract (we can assist)
- Availability on the phone for any negotiations



5

## ONBOARDING, INDUCTION AND REVIEW

- Induction plan review
- Schedule review meetings in diary
- Complete employee feedback ahead of meeting

