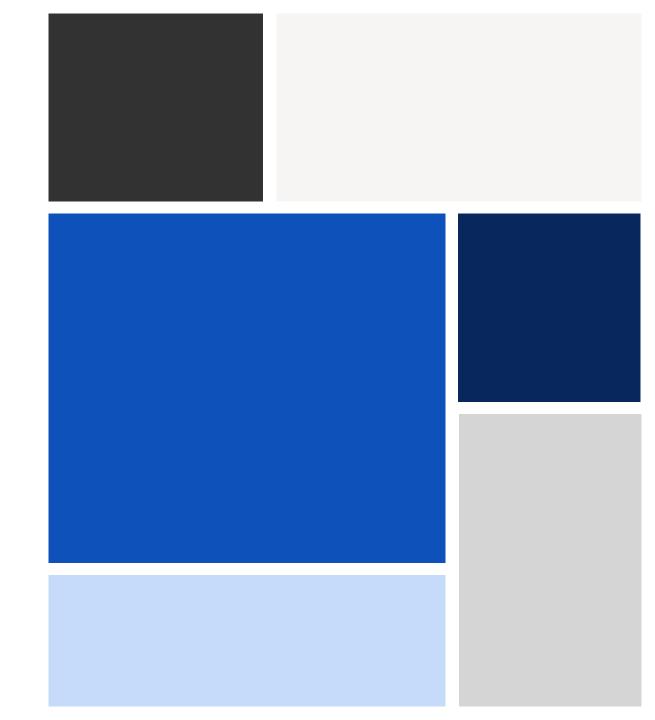# global.ventures

Recruitment

Step by Step Process Template

The Recruitment Process: Candidate Experience

| Attracting & Finding Talent | → | Application Review | → | Interviewing | → | Reference check | → | Decision & Offer | → | Onboarding |

Attracting & Finding Talent
- Create appropriate **Job descriptions**
- **Advertise** open positions on official website, leading job boards, and occasionally on niche job sites relevant to the specific role
- Seek **referrals**

Application Review
- Screen incoming applications to **filter candidates** based on qualifications, experience, and fit for the role
- Provide the candidate with a live **Go/No Go feedback** at the end of the call

Interviewing
- **1st interview** - Candidates go through a first-round interview, typically with the hiring manager and/or a representative from HR. This step helps assess their skills, experience, and cultural fit
- **Role Play** (recommended)
- **2nd Interview** - Founder
- **Meeting with the team** or with peers (optional)

Reference check
- Contact the provided references to **validate the candidate's employment** history, skills, and performance
- "On a scale of 1–10, what rating should be the candidate given? If not 10, why not 10 ?"

Decision & Offer
- Successful candidates are presented with a **formal job offer** detailing the terms of employment
- Manager to **call personally the candidates, congratulate them,** and let them know how he's looking forward to working with them

Onboarding
- Once an offer is accepted, the **candidate is introduced to the onboarding process**, ensuring a smooth transition into the organization.
- Manage the first day
- Automate onboarding
- 3 and 6 months review

Touch Points:

| Career websites, Job Portal, Social Media | Phone screening, online assessment, screening results | Scheduling, site arrival, zoom/in-person interview | Asking for references | Selection, rejection, notification, offer discussion call | Induction Program |

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Handling Unsuccessful Applications

When You Need to Say "No"

- Ensure rejections are communicated promptly and professionally.
- Feedback, when possible, should be provided to help candidates understand the decision.
- CVs are archived in the database

No Open Position

- Applications/Referrals to be stored in the database for future opportunities
- Candidates can be informed about potential future openings

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THANK YOU

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