Real Con Search Recruiting Process

Since 1968

1

Develop Company Profile

- History, background of organization
- Principal business activity
- Size, geographic markets
- Organizational structure and flow chart
- Management philosophy and culture
- Employment advantages

2

Define Position Description

- Title
- Reporting
- Duties and Responsibilities
- Future Potential
- Desired qualifications, character traits
- Compensation

3

Formulate a Search Plan

- Review search with RCS staff
- Utilize in-house resource library and database to identify potential candidates and candidate sources
- Assign recruiters

4

Identify Prospective Candidates

- Implement direct recruiting techniques and referral networking
- Solicit interest from prospective candidates
- Gather preliminary information on prospective candidates

5

Interview, Evaluate, and Screen Candidates

- Conduct comprehensive interviews with selected candidates
- Evaluate candidate qualifications: knowledge, experience, intellect, interpersonal skills, motivation
- Investigate candidate background
- Review and select final candidates

6

Prepare Written Reports on Selected Candidates

- Develop candidate profiles / resumes
- Summarize each candidate's capabilities

7

Present Selected Candidates to Client

- Submit candidate information to client
- Review candidates with client
- Select candidates for interview with client

8

Schedule / Coordinate Interviews with Client

- Coordinate logistics to ensure timely meetings
- Help client and candidates prepare for interviews
- Recap interviews with candidate and client

9

Coordinate Final Candidate Selection and Hiring Process

- Review recommended candidates
- Coordinate follow-up meetings as needed
- Conduct comprehensive reference investigations
- Consult with client and selected candidate to ensure successful conclusion
- Coordinate offer and acceptance

10

Follow-up

- Assist candidate with transition to new position (resignation, counteroffer, relocation, etc.)
- Periodically contact client and candidate to evaluate progress