

Company/Recruiter	Candidate
Plan: <ul style="list-style-type: none"> • Needs assessment • Job description/profile • Recruitment strategy • Post job 	Plan: <ul style="list-style-type: none"> • Update profile on LinkedIn • Research job opportunity if possible and evaluate job to ensure it is suitable • Prepare customized resume and cover letter and apply to company, recruitment, association, university, etc. websites • Consider possible relevant references should you be selected to move through the recruitment process
Source and Screen: <ul style="list-style-type: none"> • Search candidate database, applicants who applied, potentials social media, and various other channels • Accept candidate referrals • Review and screen candidates 	Source and Screen: <ul style="list-style-type: none"> • Ensure you maintain great relationships with recruiters, people in your network, and social circle so there is likelihood they will refer you • Keep your LinkedIn profile up to date and ensure that it aligns with your resume • Respond promptly to requests for information from company, recruiter etc. • Keep a spreadsheet for all opportunities so you can be organized when you are reached out to • Be in touch with WHY you are looking at that specific job and what captivates you about it • You may be requested to participate in phone screening, recruiter interviews, or asked for documents (especially for certification / education) so respond in a timely fashion

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<p>Interview and Selection:</p> <ul style="list-style-type: none"> • Interview candidates against set criteria including skills, education, experience and cultural fit • Evaluate interviews and information gathered for candidates • Select best candidate based on criteria and outcome of interview and notify • Proceed with Education / References / Credit and Background checks, if required • Offer and documentation 	<ul style="list-style-type: none"> • Be available for updates and/or follow up <p>Interview and Selection:</p> <ul style="list-style-type: none"> • Ensure you prepare for your Interview with information and examples of your skills, education, experience and cultural fit using STAR (Situation, Tasks, Actions and Results) method • Importantly, develop an understanding of what you can about the job and company prior to interview; review their website in detail, including who you are interviewing with (possibly they are on LinkedIn) • Ensure you know where interview is and how long it takes to get there • Don't be late (arrive 5 – 10 minutes early), be prepared and professionally dressed for interview • Very important to bring your energy and enthusiasm to the interview • Bring copies of the resume you submitted to the interview • Answer questions using the STAR method • Send a THANK YOU note for interview • If selected for the job, ensure you complete requested next steps for all checks with suitable references • Review and respond to offer in a timely fashion
<p>Onboarding:</p> <ul style="list-style-type: none"> • Orientation • Training • Check-ins 	<p>Onboarding:</p> <ul style="list-style-type: none"> • Ensure you are aware of what you need to do for orientation

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	<ul style="list-style-type: none">• Provide any additional paperwork required• Again, bring your energy, enthusiasm and empathy• Ensure you know who your point of contact is for questions in the organization• Complete any/all necessary training as requested by the organization• Be available for check-ins with the company and/or recruiter to ensure you stay on track!