

# How the recruitment process works

## The Client



HEADHUNTERS is a recruitment company. Therefore our client is the business/company that needs an employee and not an applicant looking for a job. We do not help people find a job, but rather we find the perfect candidate for a specific specialised job.

First things first - A business (client) contacts us and indicate their needs for an employee in a specific role. We set up a clear brief of our client's requirements. The skills, qualifications, experience etc. the candidate would need to successfully fill the vacancy at hand.

## The Target



Once we fully understand the vacancy and the expectations of our client, we start targeting. Targeting includes marketing, networking and headhunting.

**Marketing -**  
We try to advertise the vacancies as much as possible. We advertise on platforms such as; [ditto.jobs](#), [indeed jobs](#), [talent.com](#) and [our website](#) as well. We also share all the vacancies we work on, on our [Facebook page](#), [LinkedIn](#) and [Instagram](#).

**Networking -**  
HEADHUNTERS has been in the recruitment industry for 28 years. Over the years we have made some great connections. Through these connections, we sometimes find some of our best candidates.

**Headhunting -**  
We find YOU! Our consultants work through databases, loads of CV's and also search on platforms like LinkedIn to find the perfect match for our clients.

## The Applicants



This is where the jobseeker comes in. If you are looking for a new job you can find all our available vacancies on our [website](#) or [Facebook page](#).

Once you have found a vacancy you like, read through the specifications and description to make sure you fit the position. Follow the process and apply via the website and we will receive your CV and application.

Our consultants and Talent Acquisition Assistants work through all the CV's we receive to see who fits the requirements. This can take a while depending on how many applications we receive.

If you do not receive a response within 2 weeks of applying, please consider your application unsuccessful.

## The Interview



If you apply for any position we advertise, and our consultants think you would be a fit, your first interview will always be with us, HEADHUNTERS.

We will contact you, set up an interview and request certain documents we might still need from you.

During the interview process, we will also be contacting your references. The interview is really nothing to stress about. Our consultants want to get to know you and see if you would be a fit.

## The Shortlist



After the interview and references, our consultants make a list of the candidates we think would be a good fit for the position. We also let applicants know if they were unsuccessful.

We send the successful candidates names, CV's, reference summary and notes to our client to review.

Our client will then let us know who they would like to meet. If they do not like any of the candidates we start the targeting process again.

## The Big Interview



If our clients would like to meet and interview any of our candidates, we set up a suitable interview time and place for both parties, whether it be an online interview via Zoom or an in-person interview.

Our consultants truly try and prepare you as best they can for your interview. After all, we also want the candidate to be successful!

## The Offer



If the clients find a candidate they would like to employ, a Headhunters Consultant will manage the process of an offer to acceptance, ensuring it is seamless.

To ensure there is no confusion on parity of pay, we present the candidate's current salary details and salary expectations on the CV to the Client before they meet. We communicate the offer to our candidates, and also consult if there is a problem or questions surrounding the contract.

## The Acceptance



We understand that there is a possibility that candidates will receive a counter offer.

We pre-empt this in the first interview, communicating the likelihood of a counteroffer, and the associated risks long-term should the candidate accept the counteroffer.

But, if all goes well, the candidate accepts the offer, and we have another successful match and a happy client and candidate.