PROCESS AND WORK FLOW

recruiterlink
RESHAPING RECRUITMENT

In order to deliver the best possible service, it is imperative that all new client jobs are given the priority and attention required to ensure success.

Below are a set of simple procedures to ensure we deliver to the standards that we promise:

1 ASSIGNING A NEW VACANCY

- A new vacancy is assigned as a Vacancy Lead on your dashboard.
- You must contact the new client within 3 hours of assignment.
- You must confirm a method of communication to obtain feedback on CV's

2 RESOURCING FOR THE ROLE

- The role must be posted onto all relevant premium boards within 24 hrs
- You must begin searching for applicants using Multi-Search, within 24 hours
- All candidate CV's sourced (including via social media) must be added to the vacancy using the "Add CV" function.
- All CV's must be forwarded without candidate contact details included!

3 APPLICANT TRACKING SYSTEM (ATS)

- You must shortlist the applicants using the green, blue or red flagging system as soon as their applications have been received.
- You must use the Progress Button to update the status of candidates as they progress to interview, offer and placement .
- If your role has been placed, check and update the details on the Workflow job card, then select "Invoice" from the "Actions" underneath the job card.
- If your role has been unsuccessful, select the "Actions" button and select the "Move to Lost" option.

4 COMMUNICATION

- Affiliate Partners must maintain regular communication with Recruiterlink Affiliate Support via telephone and email.
- Messages or emails left or sent by Recruiterlink Affiliate Support must be responded to by the close of the same working day.

FAILURE TO COMPLY:

Recruiterlink Support team have visibility of ALL activity on the platform. If you are not available to deal with the new Vacancy Lead, you must immediately notify your Recruiterlink account manager by phone or email.

Failure to comply with the above may result in the role and any applications being re-assigned to another Affiliate Partner or your access to the Recruiterlink Platform being suspended.

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