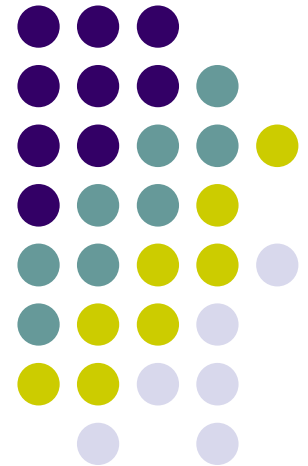


# XYZ Recruitment, Inc.

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Jeremiah Miller  
Talent Acquisition Specialist





# Company overview

XYZ Recruiting, Inc. prides itself on being an industry leader in recruiting for top talent to fill critical roles in top performing companies. We achieve this by:

Being Thorough

Communicating

Thinking Outside of the Box

Never Quitting Until You are Satisfied



# Process Overview

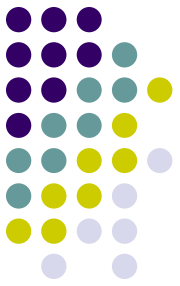
1. Job Description
2. Industry Standards
3. Candidate Persona
4. Gathering Candidates
5. Narrowing the Candidate Pool
6. Phone Screening
7. Interviews
8. Follow Up
9. Hiring
10. Summary



# Job Description

We will begin the process by reviewing the job description.

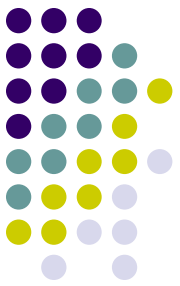
1. Company Overview
2. Roles and Responsibilities
3. Qualifications
4. Legal Statement



# Industry Standards

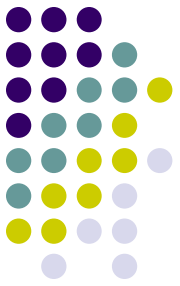
We will research industry standards

1. Who are we competing against
2. What benefits do they offer
3. What are their salary ranges
4. What is their culture like
5. How do we compare



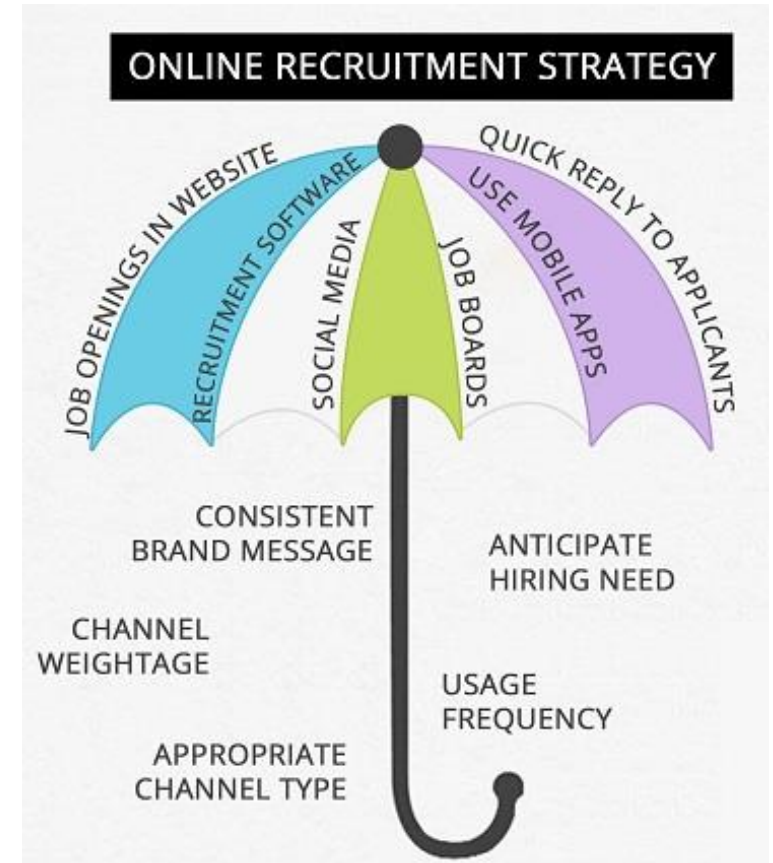
# Candidate Persona

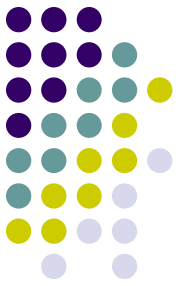




# Gathering Candidates

1. Pool of Existing Candidates
2. Internal Recruitment Software
3. Company Mobile App
4. Social Media

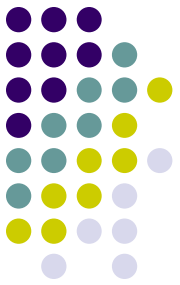




# Narrowing the Candidate Pool

We will achieve this by creating a checklist.

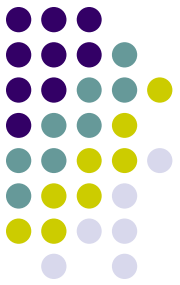
1. Used on each of the resumes
2. Help narrow candidate pool further
3. Help with consistency
4. Be created by the hiring manager and HR
5. Be attached to each resume



# Phone Screens

Phone screens help:

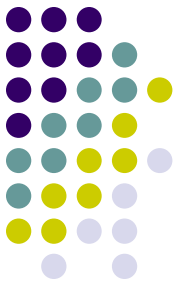
1. Get a feel for the candidate
2. Set the tone for the process
3. Give company background
4. Candidate can ask questions
5. Clarify any questions on resume
6. Should be consistent



# Interview

The interview:

1. Help setting up interview times
2. Help generating questions
3. Help administering a personality assessment
4. Help compiling data



# Follow Up

After the interview:

1. Follow up with candidates
2. Create job offer



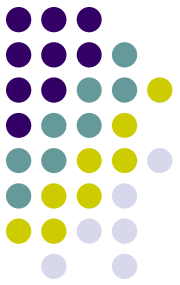
# Hiring and Onboarding

Hiring Process:

1. Background checks
2. Drug Screens/Physicals

Onboarding

1. If needed



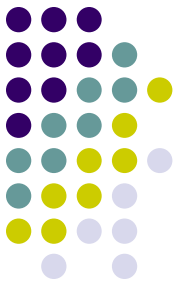
# Summary

XYZ Recruiting, Inc. is excited to work with State University!

You will see that our experience and candidate selection process go above and beyond expectations.

Our staff is fully trained to take on the toughest positions and will work relentlessly to ensure you are satisfied with your new hire.

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