



5-Step Recruiting Process

	Step 1	Step 2	Step 3	Step 4	Step 5
Customized Qualifying Procedure	Initial Screening	Skills Test /Evaluation	Reference Check	Capac Personal Interview	Account Manager Review
Process Activities and Milestones	<p>Understanding/Assessment of client need.</p> <p>Shortlist resumes that best match with Client's requirement.</p> <p>Telephonic interview to evaluate candidate technical knowledge.</p> <p>Personality and Team role screen.</p> <p>Rate/salary negotiations.</p>	<p>Conduct in-depth testing to check if candidate posses certain skills as needed by client.</p> <p>2-phase interview process for critical thinking and fit.</p> <p>Written/online test to evaluate analytical/problem solving skill.</p>	<p>Check/validate references for all selected candidates.</p> <p>Comprehensive background check.</p> <p>Validate Educational/ Professional license and certificate.</p> <p>Reference checks are provided to client when requested.</p>	<p>Apply best practices to ensure clients receive highly qualified candidates.</p> <p>Further evaluate candidate's overall qualifications for the position.</p> <p>Assess soft skills.</p> <p>Written consent from Candidate for Salary/ Right to Represent Agreement.</p>	<p>Assign an exclusive Account Manager to each client.</p> <p>Account manager is dedicated to total client satisfaction.</p> <p>Account Manager is therefore involved in Capac's Customized Qualification Procedure.</p> <p>All candidates presented to the client are evaluated by the Account manager.</p>
Outcomes /Goals	Candidate Identified - Move to Phase 2	Candidate passed Skills Test- Move to Phase 3	Candidate validated- Move to Phase 4	Candidate Passed Internal Interview- Move to Phase 5	Account manager Approval- Candidate Presented to Client
Recruiting Aids	<p>Internal Qualified Candidate Database Search</p> <p>Internal Employment Sites</p> <p>Networking</p> <p>User Groups /job boards</p> <p>Consultant Referrals</p>	<p>Required Skill test -Telephonic and written</p> <p>Online testing Portal</p> <p>Comprehensive evaluation by our technical professionals.</p>	<p>Reference Check</p> <p>Background Check</p> <p>Criminal Record Check</p> <p>Driving Record Check</p> <p>Job History</p> <p>Education/Professional License Validate</p>	<p>In-house Compliance review</p> <p>Capac Standard Interviewing Process</p>	<p>Meeting with Candidate to Brief on Client History, Values, Culture, Ethics</p> <p>High-level overview of Client need and expectation</p>
Recruiting Process	Search	Screen	Validate	Capac Internal Interview	Candidate(s) Presented to client