HR Recruitment and Selection Process

Flow chart Guide Only

1. Application Received by HR (application receipt confirmation will be sent to email provided in the application

2. Candidates Shortlisted (can take up to 2 weeks after the advert closing date)

3. Unsuccessful Candidates notified (via email provided up to 2 weeks after closing date)

4. Interviews Short listed successful candidates notified for Interview Invitation sent via email and telephone call (can

5. Preferred Candidate Selected by Panel as per merit - Referee Checks (may take up to 5 days to complete)

6. Job Offer - Recommendation may take up to 2 weeks to be finalised. HR /Recruitment Manager will contact successful candidate

7. Unsuccessful Candidates notified (via phone or email provided up to 2 weeks after appointment of successful candidate)

8. Onboarding – internal contract approval and finalisation. May take 5 days for all onboarding paperwork and start date confirmed

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