

APEX JOBS

Trend Setters



Business Partnering With Your Organization

Specialized In Diversity
&
Inclusion
Hiring



Hiring Process Management

Customer Needs

Requisition
Management in
terms of number
of hires

HR / Hiring
Manager
interaction to
Understand JD

Plan hiring
strategy

Sourcing

Candidate sourcing

Preliminary
Screening

Detailed interaction

Assessment

Shortlisting

Interviewing

Rounds of Interview
Management in
coordination with
HR / Functional
Manager

Hiring

Salary Negotiation

Offer Management

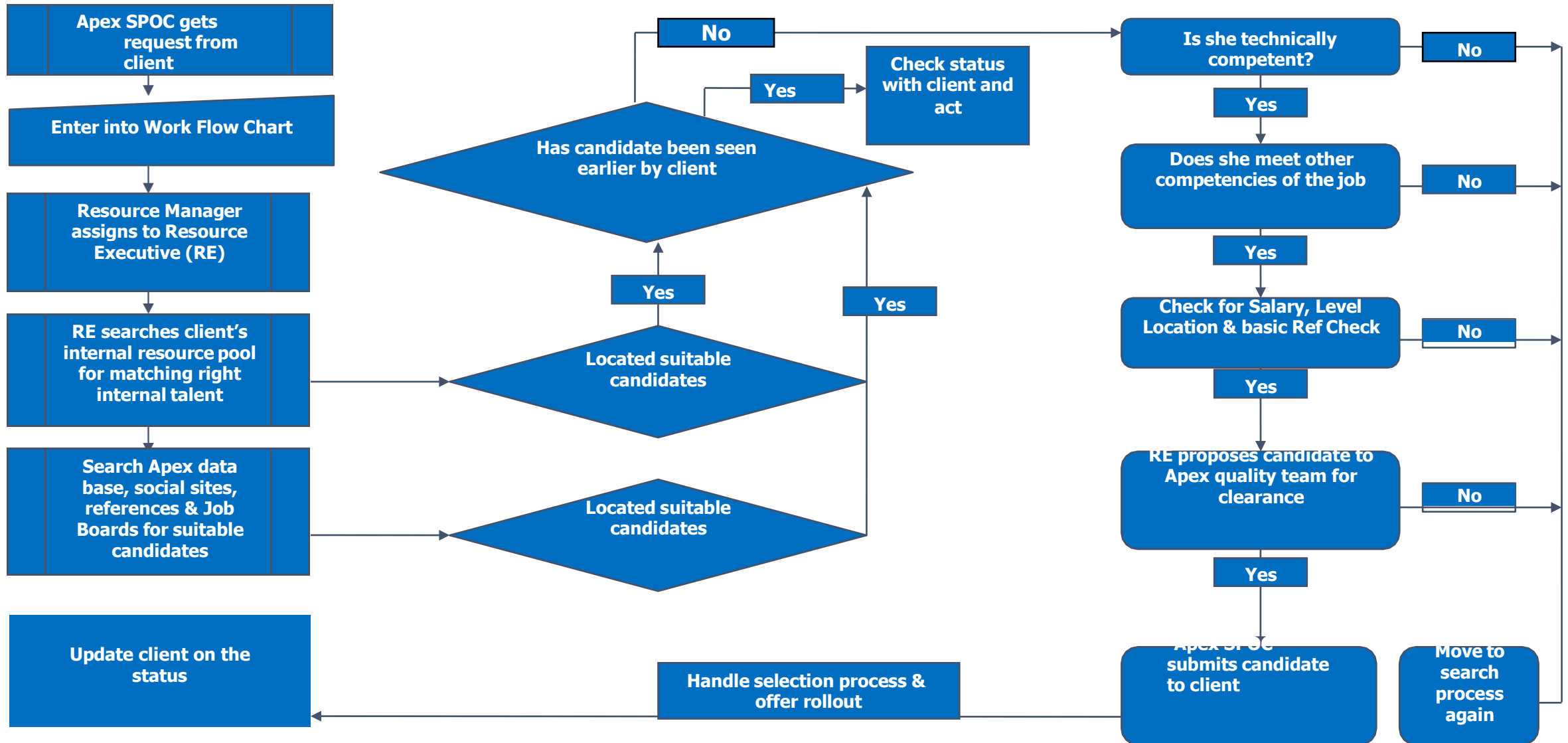
Notice Period
Negotiation

Ensure Timely
Joining

Post Joining

Remain in touch
during initial
settling down
phase

Process Flowchart



Our Expertise



Our Approach

Process beings by soaking ourselves with detailed understanding of Client as an organization, its culture, value systems & its future plans

Understanding of
core values and
competencies
required

Understanding of
the role and the job
in detail

Understanding of the
other criterion in
terms of

Preferred
Management
Institutes

Preferred
Organizations to
hunt candidates
from

Preferred age
group

Preferred
Salary Range

Our Approach

Step – 1

- Detailed understanding of Customer as an organization, its culture, value systems & its future plans
- Understanding of core values and competencies required
- Understanding of the Role & the Job in detail
- Understanding of the other criterion terms of
 - Preferred Management Institutes
 - Preferred Organizations to hunt candidates from
 - Preferred age group
 - Preferred Salary Range

Our Approach

Step – 2

- Conduct a detailed market search of relevant candidates by mapping preferred organizations
- Act as brand ambassadors to Companies/Client
- Have a detailed dialogue with each of the relevant candidates to assess her fitment and interest in the opportunity
- Forward the profiles of shortlisted candidates to Your Organization with our recommendation
- Be totally engaged with the candidate at every stage of the hiring process.
- Coordination support at each stage – Interviews, salary negotiations, joining and during initial settling down phase of the candidate
- Share status report to Your Organization of each position on a weekly basis or at the frequency mutually agreed

Turn Around Time

- Our TAT depends entirely on the speed of response from Your Organization
- Our Tentative Schedule is as under :

- D Day onwards we start getting the JDs from
- We shall forward relevant profiles as under :

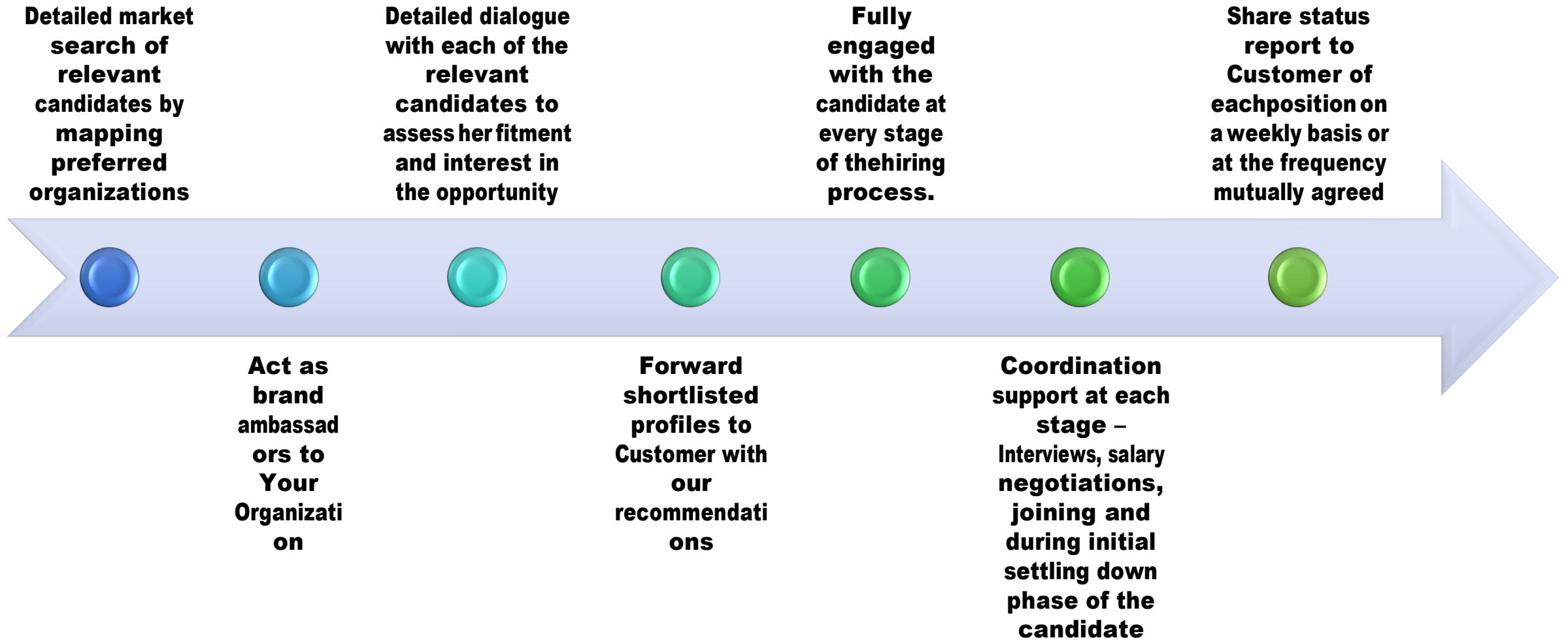
Up to Assistant Manager Level	: 2 working days
Manager to DGM Levels	: 3 working days
GM & above	: 4 working days

- The interview coordination / release of offer coordination process will be telescoped with the sourcing and will be completed as under :

Level	Receipt of JD	Sending Profiles	Interview Process / offer rollout	Buffer	Total working days
Upto Asst. Mgr	1	2	7	5	15
Manager to DGM	1	3	10	6	20
GM & above	1	4	20	5	30

- Joining of candidates would start from mutually agreed joining dates between Customer & the candidate.

Our Approach



Thank you

