



# How Our Process Works

*SLRecruiting — Simplifying Hiring, Strengthening Teams*

## 1. Discovery & Intake

Goal: Understand your business, culture, and hiring needs.

What Happens:

- Introductory call to learn about your organization, open positions, and ideal candidate profile
- Review of responsibilities, compensation, and hiring expectations
- Discussion of recruiting strategy, timeline, and communication preferences
- Execution of a Professional Recruitment Agreement

Deliverables:

- Confirmed search kickoff
- Intake summary outlining position details and priorities

## 2. Strategy, Research & Sourcing

Goal: Build a strong pipeline of qualified candidates.

What Happens:

- Develop a sourcing strategy tailored to your role and market
- Leverage job boards, LinkedIn, referrals, and targeted outreach
- Contact potential candidates using personalized, confidential messaging

Deliverables:

- Pipeline of vetted candidates
- Regular updates on sourcing progress

## 3. Screening & Evaluation

Goal: Present only the most qualified and aligned candidates.

What Happens:

- Conduct recruiter phone screens to assess background, experience, and fit
- Verify key skills, certifications, and motivations
- Prepare concise candidate summaries highlighting relevant experience and reasons for interest

Deliverables:

- Candidate submittals with recruiter notes
- Shortlist of top candidates

#### 4. Client Review & Interview Coordination

Goal: Keep the process organized and efficient.

What Happens:

- Submit candidates for your review and feedback
- Coordinate interview scheduling and communication
- Gather post-interview feedback from both sides

Deliverables:

- Interview coordination and calendar management
- Ongoing communication updates throughout the process

#### 5. Offer & Acceptance

Goal: Facilitate a smooth offer and hiring process.

What Happens:

- Provide market compensation data as needed
- Assist with offer presentation and negotiation
- Confirm candidate acceptance and start date

Deliverables:

- Offer acceptance confirmation
- Candidate transition to onboarding

#### 6. Post-Placement Follow-Up

Goal: Ensure lasting success for both client and candidate.

What Happens:

- Follow up with both parties after the start date
- Address any onboarding or early performance concerns
- Provide ongoing support for future hiring needs

Deliverables:

- 30/60/90-day check-ins (if desired)
- Continued partnership and feedback loop

#### Optional Add-Ons

- Reference and background checks
- Personality or skills assessments
- Employer branding consultation
- Onsite or virtual hiring event support

#### Our Commitment

At SLRecruiting, we act as an extension of your team — representing your company with integrity, professionalism, and enthusiasm. We don't just fill positions; we help build long-term success.