



The 25 stages to a comprehensive recruitment process

Some recruitment agencies believe that there are anything between 6 to 8 stages to the recruitment process.

Did you know that KPI Commercial’s recruitment process involves 25 stages? This may sound extensive, but these are the steps KPI Commercial consultants manage behind the scenes, to give everyone the best opportunity to succeed.

1. We take a comprehensive job specification; this is a tailored and individual service to each client. It involves understanding the business that you are working with and how their company works.
2. Make a Recruiting strategy, plan when your client needs their new person to start and work backwards. The hiring process can be lengthy, interviewing, onboarding and reference checking can take time.
3. Review your database, gather a list of candidate names, shortlist and ensure that you have interview calls/ pre-screen calls scheduled
4. Create a Candidate Profile
5. Presentation of Candidate to the Employer
6. Set-up First Interview
7. First Interview – Prep Candidate
8. Confirm Appointment with Candidate and Employer (Prep Employer)
9. Debrief Candidate
10. Debrief Employer
11. Set Second Interview
12. Second Interview, Prep Candidate (Trial Closing)
13. Second Interview, Prep Employer (Trial Closing)
14. Confirm Second Interview with Employer and Candidate
15. Debrief Candidate (Closing)
16. Debrief Employer (Closing)
17. Closing/Negotiating
18. Offer/Acceptance/Start Date
19. Resignation Prep
20. Resignation Debrief
21. Reference Check
22. Stay in Touch with Candidate
23. Confirm that the Candidate has Started
24. Stay in Touch with Candidate and Employer
25. Book a check in call to ensure that candidate is settling in well



The best recruitment follows a definitive process. When you find a recruitment agency you trust to create your process, then you know you have the right partner who is primed to help you find the best people to join your business. If you’re looking for a recruitment agency that follows EVERY step to ensure best-fit appointments, call KPI.

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