



# The Recruitment Process

OVERVIEW





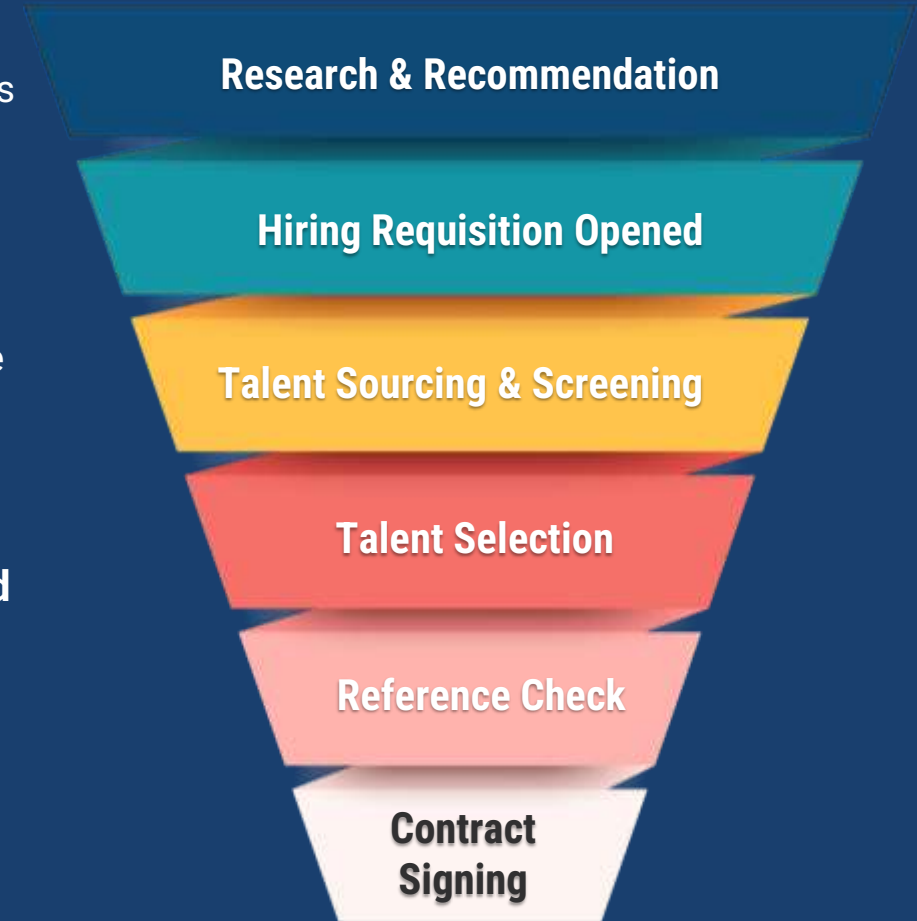
# The 4 stages of Recruitment

Satellite Office's recruitment process is broken down into several stages, starting with **Requisition Scoping and Raising**. This involves helping the client to identify and understand the availability and cost of the talent required to fill open positions. Additionally, Satellite Office offers support in defining expected salaries, feasibility and sustainability of the requisition, and alignment of expectations and skills availability within the target market.

**Candidate Sourcing and Management** is the next stage in the recruitment process, which entails identifying and recruiting potential candidates, managing their applications and resumes, and tracking their progress through the hiring process. Satellite Office ensures that job advertisements are aligned with original descriptions posted on major job boards in the country, initiates recruitment campaigns with proactive searches targeting passive candidates, and engages passive candidates through social media campaigns.

**Candidate Screening** is the third stage in the recruitment process, which provides support in evaluating and assessing the qualifications and suitability of job candidates through various methods. These methods include resume reviews, background checks, interviews, and assessments to determine if they meet the requirements and qualifications of the open position. Additionally, Satellite Office conducts applicant testing, including English language tests, Jobvite recorded interviews, and technical or role-specific tests. They provide feedback on initial interviews conducted by their Talent Acquisition Team and conduct a secondary in-depth review by the Requisition Management Team. Schedule coordination between candidates and interviewers is also included in this stage.

The final stage in Satellite Office's recruitment process is **Candidate Identification and Onboarding Assistance**. This stage includes creating and administering employment contracts, job offer discussions and negotiations, new hire notifications, and onboarding assistance such as orientation scheduling, collating pre-employment requirements, bank enrolment, and scheduling pre-employment and medical exams.



## Why Choose Satellite Office

- ✓ Officially **Great Place to Work certified** so you know your offshore team is well-taken care of.
- ✓ **Superior recruitment expertise** to source the best talent for any given role.
- ✓ **Passionate** about our people.
- ✓ **Highly experienced management** in the Philippines, US and Australia.
- ✓ **Premium office spaces** with Tier 1 IT infrastructure.

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