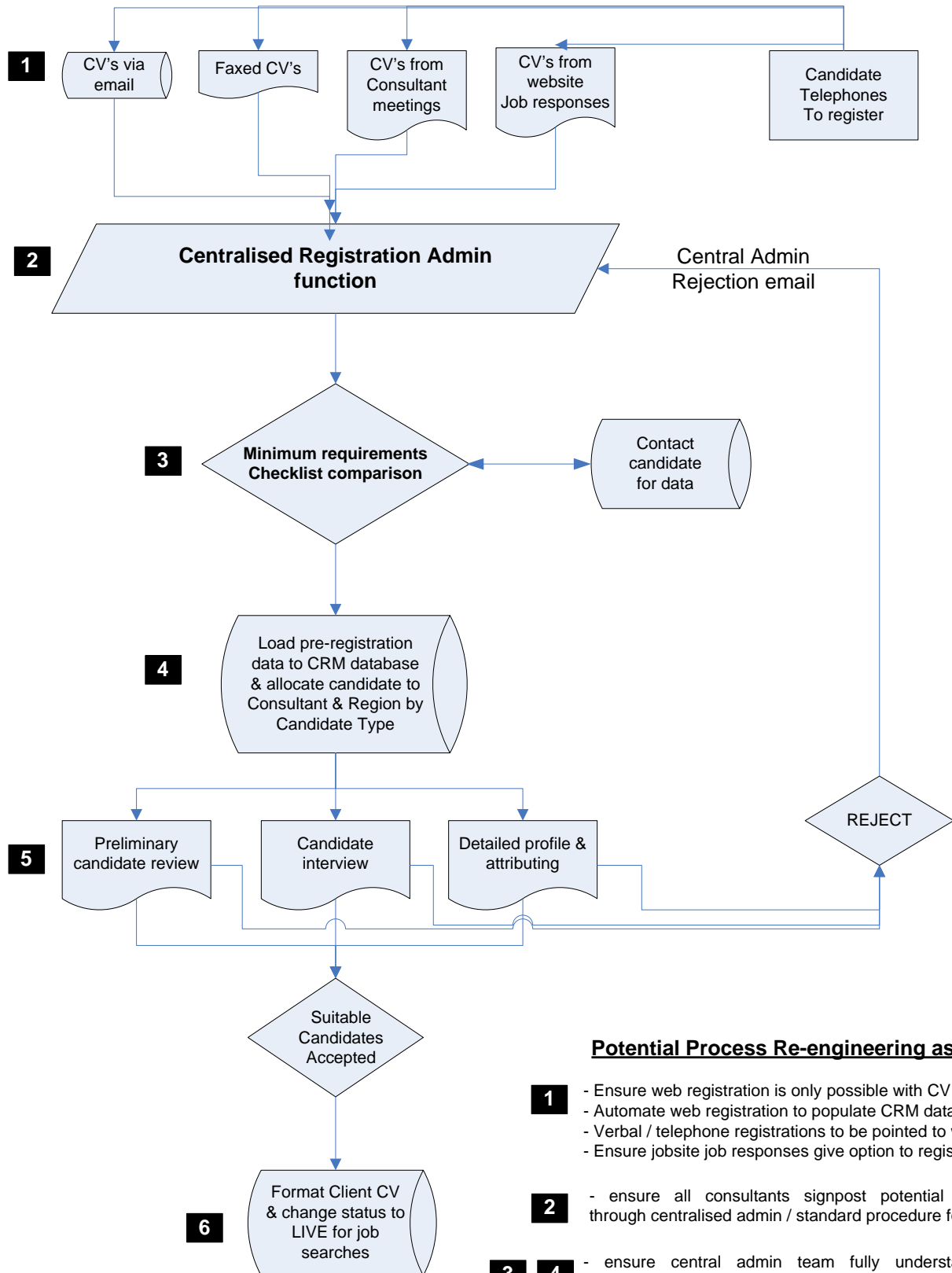


DOCUMENTATION – Candidate Registration (recruitment)



Potential Process Re-engineering aspects

- Ensure web registration is only possible with CV attachment
 - Automate web registration to populate CRM database
 - Verbal / telephone registrations to be pointed to web / email
 - Ensure jobsite job responses give option to register
- ensure all consultants signpost potential registrants through centralised admin / standard procedure for efficiency
- ensure central admin team fully understand minimum registration & pre-registration requirements to protect value adding consultant time
- ensure database captures initial candidate entry date to track KPI's for registration lead-time (candidate care) & # candidates >5 days old still not registered or rejected
- consider adding a candidate status indicating accepted for registration but not fully processed yet, to ensure quality candidates are included in job searches as early as possible