

RECRUITING PROCESS

1 Week

Questionnaire



Time Line	
Project Phases	

Profile Definition with Client

- Key Search Data
- Key Tasks
- Key Skills
- Required Character Traits

Define Interview Schemes

- Create Candidate Score Table
- Create Skill Test Questionnaire
- Create Experience Test **Ouestionnaire**
- Create Character Ouestionnaire
- · Create Matching Table
- Interviewers' Roles

Define Search Tools

- Direct Mail to Sanet Data Base
- Creating Careers Send-Out (6,000 recipients)
- Define Job Search Web Platforms
- LinkedIn Posting
- CREATING CAREER Web Platform
- Head Hunting

Confirm with Client

First Candidates' **Evaluation**

Check Loyalty/Job Hops

Screening

- Formal CV Impression
- Academic Background
- Industrial Experience Expected Salary
- International Experience
- Official Language Test Results
- Career Path
- Life Gaps

Initial Interview over the Phone

Interview

- Obtaining Missing Data
- First Impression
- Language Abilities
- Communication Style Motivation
- First in/out Evaluation

Two Face-to-Face Intercultural Interviews

- Tandem of 1 Thai/ 1 Western Interviewer
- Evaluation of Professional Skills
- Evaluation of Intercultural Skills
- Scoring the Candidates
- Second in/out Evaluation

Intercultural Interview

Management Interview

- Double-Check First Interview Impression
- Re-Evaluate Positive **Findings**
- Give Chance to Explain Critical Findings
- Let Candidate Report Practical Success Stories
- Stress Test
- Explore Life Targets & **Professional Targets**
- Explore Motivation
- Explore Cultural Marching with Client
- Define Commercial Details
- Agree in Time Line & Procedure
- · Decide Shortlisting

Report

Executive Summary

Report & Shortlist

- Methodology
- Statistics
- General Learning

Short List

- Candidate Score Results
- General Data, CV, Photo
- Test Results
- Commercial Expectations
- Strength & Weakness Report
- Recommendation

Candidates Recommendation

Presentation

& Employment

- Consider Result with Client
- Organize Client Interviews
- Moderate Client Interviews
- Consider Interview Results
- On Request: Criminal & Health Report
- Decide Employment Preferences
- Keep Optional Candidates Informed & Interested
- Support Legal Employment
- Inform Non-Employed Candidates



Outcome

Individual **Interview Plan**

Candidates' Longlist

Submitting Final Report

New Employee