

# 5-Step Recruiting Process

**ICON's Customized Qualifying Procedure**

**Process Activities and Milestones**

**Outcomes/Goals**

**Recruiting Aids**

**Recruiting Process**

	Step 1	Step 2	Step 3	Step 4	Step 5
	<b>Telephone Screen</b>	<b>Skills Test</b>	<b>Reference Check</b>	<b>ICON Personal Interview</b>	<b>Account Manager Review</b>
	<p>Initially screen candidates to determine shortlist for interview with Recruitment</p> <ul style="list-style-type: none"> <li>•Verify overall technical skill sets</li> <li>•In-depth client review with candidate</li> <li>•Review of ICON's benefits</li> <li>•Rate/salary negotiations</li> </ul>	<p>Conduct in-depth testing using nationally accepted standards with validation procedures for technical skills</p>	<p>Check references for all candidates References must be professional and current</p> <ul style="list-style-type: none"> <li>•ICON's recruiters have successfully completed Employment laws Training</li> <li>•Reference checks are provided to the client when requested</li> </ul>	<p>Apply best practices to ensure clients receive highly qualified consultants Further evaluate candidate's overall qualifications for the position Assess soft skills</p>	<p>Assign an exclusive Account Manager to each client Account Manager is dedicated to total client satisfaction Account Manager is therefore involved in ICON's Customized Qualifying Procedure All candidates presented to the client are evaluated by the Account Manager</p>
	<b>Candidate Identified – Move to Phase 2</b>	<b>Candidate Passed Skills Test – Move to Phase 3</b>	<b>Candidate References Validated – Move to Phase 4</b>	<b>Candidate Passed Internal Interview – Move to Phase 5</b>	<b>Account Manager Approval – Candidate Presented to Client</b>
	<p>Exclusive Recruiter Pipeline Internal Database Search Internet Employment Sites Networking User Groups Consultant Referrals</p>	<p>*As Requested Per Client</p>	<p>ICON's Reference Checking Policy ICON's Reference Check Form</p>	<p>In-house Compliance Review ICON's Standardized Interviewing Form</p>	<p>During Client Review of Candidate(s), ICON Recruiters:</p> <ul style="list-style-type: none"> <li>•Maintain Contact with Candidate</li> <li>•Evaluate Additional Talent</li> </ul>
	<b>Identify Qualified Candidates</b>	<b>Validate Technical Skills</b>	<b>Perform Reference Check</b>	<b>ICON Internal Interview</b>	<b>Candidate(s) Presented to Client</b>