

WHAT SHOULD  
YOU EXPECT  
FROM A  
RECRUITMENT  
PROCESS!

*'A Hargreaves insight'*

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Whether you apply directly to a company or you apply to an agency – both organisations will follow some form of a process.

If you have never been part of a recruitment process before then here are some hints and tips that may help you on your journey!

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All companies will require you to submit a CV that will demonstrate your skills and experience (if you don't have one then we have a 'how to write a CV guide' which also comes with a FREE template on our Goodies section of the [Hargreaves Recruitment website](#))

You will either be asked to conduct an online application so the company can understand more about your application

OR

The company (whether an agency or the company you have applied directly to) will call you to go through a few more questions

Now – if you applied through an agency, once they have spent time with you then they will introduce you to the company they are recruiting for (agencies work on behalf of companies to help them find suitable candidates)

If they are happy with this information, then you will be invited for an interview

If they don't feel you are a good fit then you will be rejected from the process (real talk, some companies will have on their job spec that if you don't hear from then within a certain time period then assume you have been rejected – its sh\*t bit happens)

This could either be done by Teams or face to face in their offices

You will then receive an interview confirmation from the company or agency via email confirming your interview. This should have the time / date / location / who is interviewing you and any preparation you need to do (if you don't feel this is enough information then make sure you ask for further information prior to your interview)

We have a whole section ([in the goodies section](#)) which can help with interview preparation if this something you think you would benefit from!

The interview will be likely to be 1 / 2 people who will ask you a series of competency-based questions which will be based around work related examples they will ask you to provide

Once the interviews are done then the company will give you an update on the outcome of the interview

(now, there is a grey area with this but personally, I wouldn't leave a job until I have received an offer letter and some companies will send you the contract out before you start OR some will give you this on your first day of employment)

If this is a positive outcome then the company / agency will communicate this information to you whether this is by email or phone, with an offer of the role

Once this is accepted by you then they will send you out an offer letter and also a contract

If this is a rejection, then, if you want to probe further for information then you are well within your rights to ask the company if they have any constructive feedback.

Also – don't burn bridges, thank them for their time and if anything comes up in the future you would be thankful if they would bear you in mind

If you are struggling or feeling lost with recruitment then we have lots of information, hints and tips to help you on your way to finding your next opportunity if you head over to our Goodies page on the [Hargreaves Recruitment website](#)

Good luck!



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