#### **OUR RECRUITMENT PROCESS**

# THIS IS HOW WE ACHIEVE RESULTS

#### START-UP MEETING

We lay the foundation for our future cooperation during a start-up meeting. We discuss your expectations and the conditions for succeeding with the task of hiring the right IT specialist. We then draw up a cooperation agreement that is signed by both parties.

#### COMPETENCE PROFILING MEETING

At this stage, we work with you to build a competence profile based on competence/experience, motivation and personal qualities. We discuss what it is about the role that might attract candidates, and what you as a business can offer in terms of development opportunities. We also go through more tangible benefits. Based on the structure of the competence profile, we offer accurate advice about which candidates you can expect based on the current candidate market.

### **AD WRITING**

We write an SEO-adapted, keyword optimised job advertisement as a basis. The advert should be informative and easy to read, but should also make candidates want to know more about both the specific role and your company. Our specialisation within IT has taught us the best ways to write job advertisements that attract the right IT-specialist.

#### **SEARCH & INBOUND RECRUITING**

We are search experts, and this expertise is one of our main tools in every process. All our recruiters can share projects and candidate information within our LinkedIn recruiter subscription, giving us a unique candidate base over and above our own ATS system. But when you hire Wise IT, you get so much more than just searching. We also work with inbound recruiting to attract candidates to our platform.

We are passionate about IT and recruitment, and we also work continuously with various types of events, seminars, and customer and candidate searches so that we can adapt our working methods and remain an attractive, long-term partner for both our candidates and our customers.

#### COMPETENCE-BASED INTERVIEWS & SELECTION

Wise IT works with a competence-based approach. This means that we verify technical competence and experience, motivation and personal qualities, all the way from the requirements profiling meeting to taking references. Our in-depth interviews are based on semi-structured interview questions, in which a unique interview template is created based on the requirements profile and is then used for all candidates with whom we carry out in-depth interviews with.

#### **CANDIDATE PRESENTATION**

After completing the in-depth interviews, the recruitment consultant compiles a list of the candidates who are deemed to fulfil the requirements profile and present them to you, either verbally or in writing. During the process, the recruitment consultant announces whether the candidate will be presented on an ongoing basis, or whether two or three final candidates will be presented on a single occasion. You will then hold the next interview, either digitally or at your premises or ours.

#### TESTS, REFERENCES & BACKGROUND CHECKS

We are certified in TalentQ's testing tools and can perform both personality tests, logical tests and technical tests, depending on the role and situation.

We also offer background checks that are done together with our partner ToFindOut. There are 2 different levels to choose from. Read more at ToFindOut.se. Reference are made via our digital reference tool RefApp. Feedback is given verbally, and you can read a written report that compiles all referees' answers in a clear and structured way. This is to increase validity and ensure GDPR compliance.

#### THE SIGNING OF THE RIGHT CANDIDATE

We have reached the end of the process and you have hopefully found a candidate to whom you want to offer the position. We are still available to offer advice for both you and the candidate, but you will present your offer to the candidate.

#### **FEEDBACK & IMPROVEMENTS**

When the candidate is signed and have started his or her new job with you, we do two different follow-ups. One with you as the client and one with the candidate. This is to get feedback about the process but also to talk to you both about how the onboarding is working out etc.



### START-UP MEETING

- We discuss cooperation and establish conditions

# **AD WRITING**

- we write a job ad, using SEO and our experience of what attracts IT specialists

### **COMPETENCE-BASED INTERVIEWS**

- semi-structured, focused, comparable in-depth interview

### **TESTS & REFERENCES**

- with the help of RefApp we carry out structured references and can also tailor testpackages in this stage

## **COMPETENCE PROFILING MEETING**

- we build up an effective competence profile together

### SEARCH/SELECTION

- we work with search as our main tool, but also use inbound recruiting as a working method.

### **CANDIDATE PRESENTATION**

- candidate presentation and an interview with you and your company

#### **CUSTOMER OFFERING**

- signing of the candidate

### **FEEDBACK & FOLLOW-UP**

- with customer/client

### **FEEDBACK & FOLLOW-UP**

- with the employed candidate