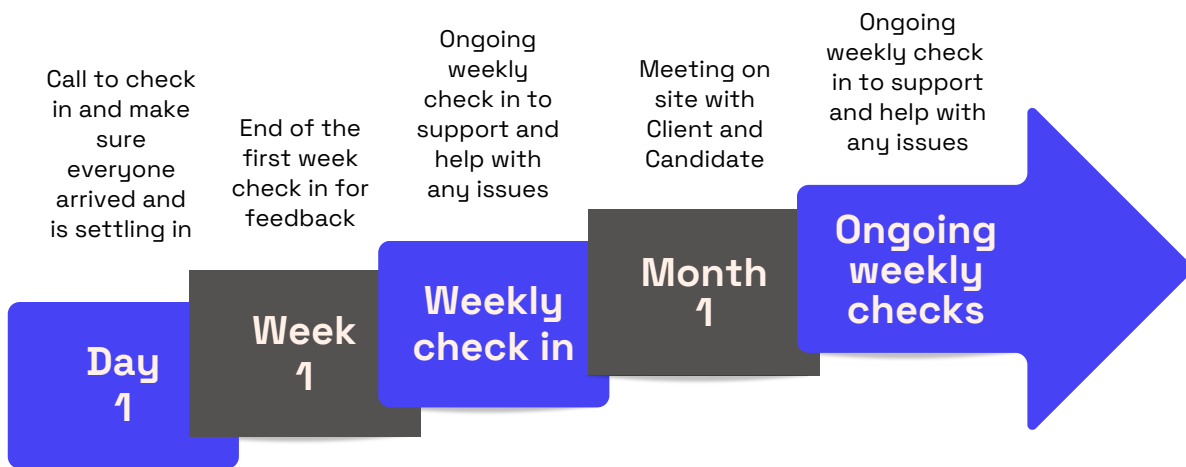


DEVELOPING EXCEPTIONAL RECRUITERS

Post Placement Care process and checklist

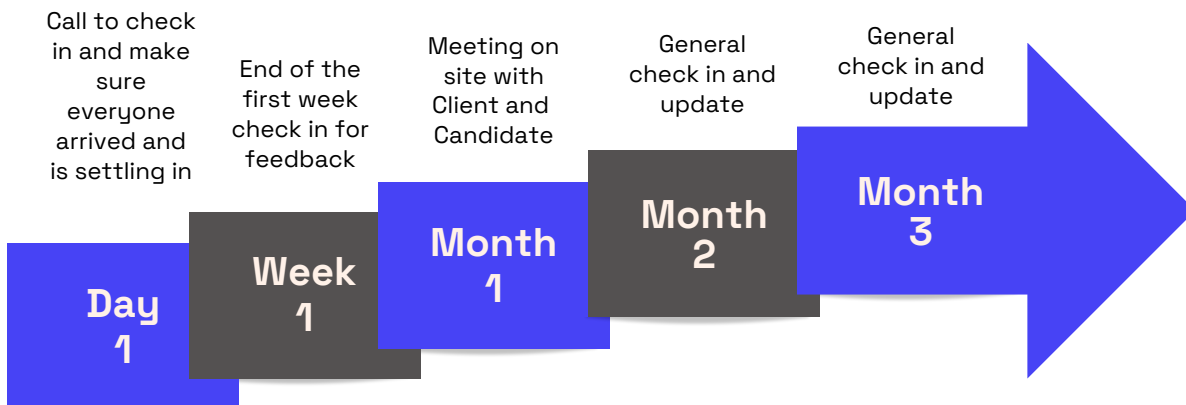
TEMP POST PLACEMENT CARE

5 STEPS TO COMPLETE WITH BOTH CLIENT AND CANDIDATE



PERMANENT POST PLACEMENT CARE

5 STEPS TO COMPLETE WITH BOTH CLIENT AND CANDIDATE



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DEVELOPING EXCEPTIONAL RECRUITERS

Post placement questions to ask your Candidates/Temps:

- How well are you settling in?
- How well trained for the role have you been?
- How do your skills match this position?
- How would you describe the culture, and do you feel part of the team?
- Do you enjoy working here?
- How have you found the workload?
- How approachable/ accessible is your Manager?
- How well did the initial brief we provided meet the actual job?
- At this stage do you see potential for growth within the organisation?
- Have you felt supported by our agency in your placement into this role?
If so, why, if not, what could we have done better?
- Do you have any concerns?

Post placement questions to ask your Clients:

- Overall how well has (name) settled into role?
- How is their punctuality and attendance?
- How do their skills and background match this position?
- Are they a good culture fit, and do they get along well with the team?
- How are they managing the workload/are they performing at the required level?
- Do you feel you (or their direct manager) have built a good relationship with them?
- How well did we meet the initial brief?
- When this assignment ends (temp) do you see other positions in the business being suitable for this candidate?
- Can you see this candidate being in your business long term?
- Have you felt supported by our agency in the process of this placement? If so, why, if not, what could we have done better?
- Do you have any concerns?
- Is there anything else we can help you with?

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