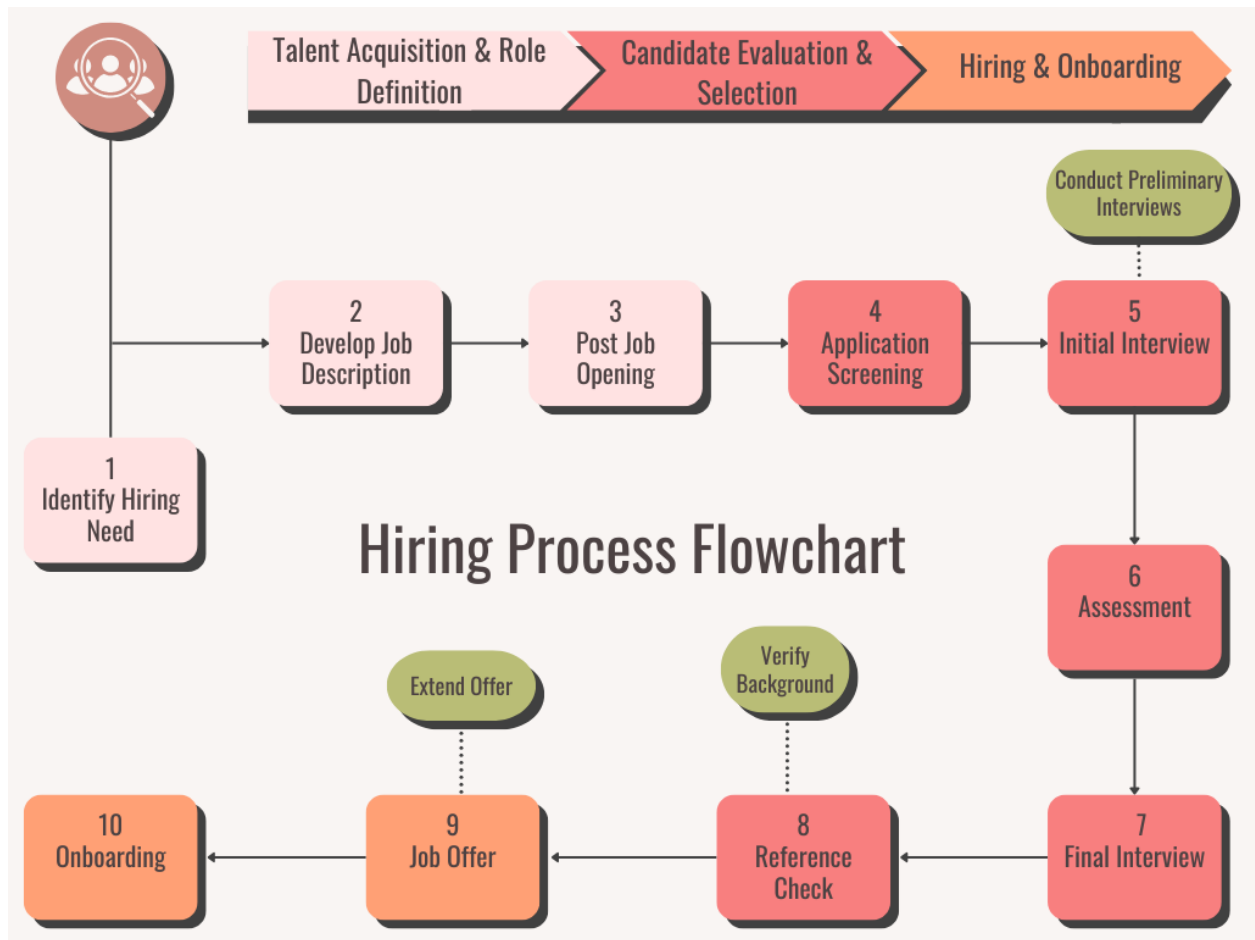


Hiring Process Flowchart Template



Hiring Process Stage	Key Actions
1. Identify Hiring Need	- Determine the necessity for a new position. - Define the role's requirements and objectives.
2. Develop Job Description	Craft a clear and concise job description outlining responsibilities and qualifications.
3. Post Job Opening	Advertise the position on relevant job boards, company website, and social media platforms
4. Application Screening	Review incoming applications and

	resumes. • Shortlist candidates who meet the essential criteria.
5. Initial Interview	• Conduct preliminary interviews to assess candidate suitability. • Evaluate communication skills and cultural fit.
6. Assessment	• Administer relevant tests or assignments to evaluate technical skills.
7. Final Interview	• Arrange in-depth interviews with key stakeholders. • Discuss role-specific scenarios and expectations.
8. Reference Check	• Contact provided references to verify the candidate's background and experience.
9. Job Offer	• Extend a formal offer to the selected candidate. • Negotiate terms and finalize employment details.
10. Onboarding	• Initiate the onboarding process to integrate the new hire into the organization.

Additional Notes or Customizations: