

RECRUITMENT PROCESS FLOW

OutsideCapital believes that a company's most valued asset is its people, which is why we are dedicated to bringing the very best human capital from the outside, in.

We are a level 2 BBBEE executive search, headhunting and recruitment consulting house.

We focus on understanding and matching the expectation and culture of our clients with the skills, experience and personalities of our candidates. This allows us to constantly deliver a world-class service to meet diverse customer and candidate needs.



1. Briefing Session with Client

By supplying a complete and detailed brief we can ensure that the role to be filled is correctly represented to potential candidates. In accurately portraying the position and its responsibilities, we are able to source the best and most suited candidates out there.



3. Headhunting

Our focus is on understanding and matching the culture and expectations of our clients with the skills, experience and personalities of our candidates. Successfully finding talented individuals comes about as a result of matching defined organisational requirements to talented candidates within the market.



2. Searching, Sourcing and Candidate Identification

Our uniqueness comes from a relentless customer focus which has led to a large portion of our business being referral based. In addition to maintaining an impressive database of candidates, we always aim to source suitable candidates by means of traditional and non-traditional methods of sourcing, labour market analysis, leveraging off professional affiliations and making use of social media.



4. Approaching and Interviewing

We aim to sell the role and company culture to potential candidates by capturing their attention. When approaching a candidate, we explain our reasons for getting in touch and conduct a thorough interview to establish the best possible fit based on candidate's skills, career aspirations, strengths and weaknesses and overall vision.



5. Presentation of Shortlisted Candidates

We provide our own professional insights along with a recommended report and shortlist of suitable candidates.



7. Client Feedback

We endeavour to create an open and honest environment for client and candidate feedback. We actively monitor, measure and maintain the highest level of candidate and client satisfaction through regular performance and feedback meetings designed to ensure your satisfaction and our optimum performance.



6. Scheduling of Interviews

We facilitate the interviewing of candidates with your management team and board members. We act as a liaison between client and candidate to arrange as many interviews as required for the process, including any testing that is required.



8. Assessments, References and Background Checking

We conduct psychometric assessments aimed at testing each individual's potential. We thoroughly check all qualifications, both domestic and international. Identification validation and verification checks. Fraud listing check. Criminal check. ITC credit check. Competency-based and character reference checks on the last two work histories. Professional affiliation membership verification. Validation of the candidate's salary and benefits.



9. Offer Stage

Once a successful candidate has been confirmed, we present the offer on your behalf to the candidate, ensuring all pertinent information is communicated correctly.



10. Relationship Management

Our job is not done until the candidate in question has commenced employment with you. We actively monitor levels of candidate and client satisfaction through performance and feedback meetings up to three months after placement to ensure our optimum performance. By building long-term relationships with our clients and candidates, our team can expertly provide long-term recruitment and career advice or effective solutions to short-term problems.