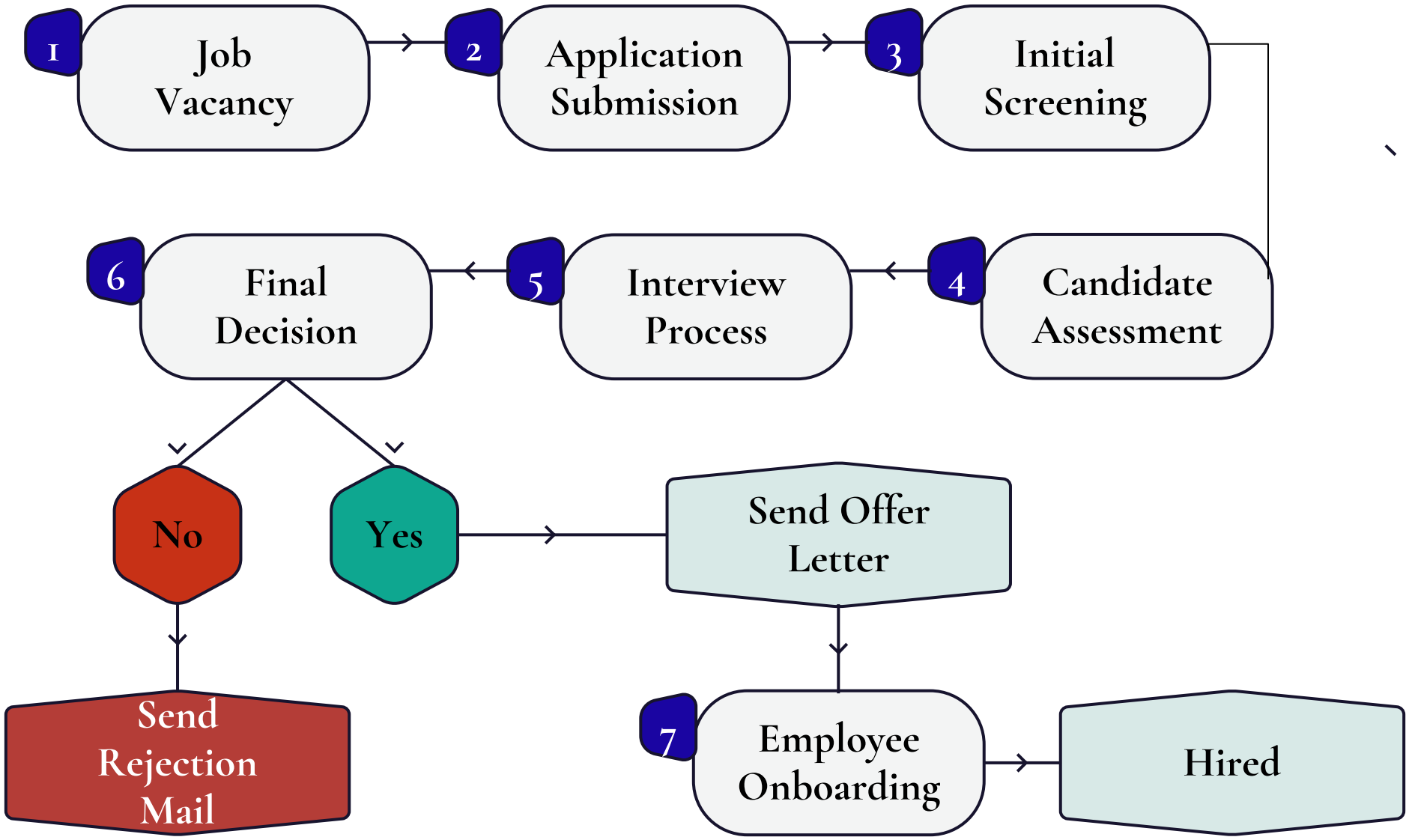
# Our Recruitment Process

Flowchart

GLOOSCAP First Nation



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# SENIOR LEADERSHIP RECRUITMENT PROCESS FLOWCHART

## 1 JOB POSITION IDENTIFIED

The hiring manager recognizes the need for a new employee due to company growth, team expansion, or replacement of a previous role. Job requirements and responsibilities are clearly defined.

## 2 JOB DESCRIPTION & APPROVAL

The HR department collaborates with the hiring manager to prepare a detailed job description including qualifications, responsibilities, and salary range. The recruitment request is then approved by management.

## 3 JOB POSTING & CANDIDATE SOURCING

The position is published on company career pages, job boards, and professional networks. We also actively search for potential candidates through talent databases and professional platforms.

## 4 RESUME SCREENING

HR Generalist or Assistant review submitted applications to evaluate candidate qualifications, work experience, and skills that match the job requirements.

## 5 INITIAL INTERVIEW

Shortlisted candidates participate in a preliminary interview to assess skills, professional background, and overall suitability for the role.

## 6 TECHNICAL / SKILL ASSESSMENT

Candidates complete a any required task designed to evaluate their specific job-related skills and problem-solving abilities.

## 7 FINAL INTERVIEW

Top candidates meet with senior managers or department leaders for a final evaluation focusing on cultural fit, leadership potential, and long-term compatibility.

## 8 JOB OFFER & ONBOARDING

The selected candidate receives a formal job offer. Once accepted, the onboarding process begins, including orientation, documentation, and integration into the team.