

5-Step Recruiting Process

ICON's Customized Qualifying Procedure

Process Activities and Milestones

Outcomes/Goals

Recruiting Aids

Recruiting Process

	Step 1	Step 2	Step 3	Step 4	Step 5
	Telephone Screen	Skills Test	Reference Check	ICON Personal Interview	Account Manager Review
	Initially screen candidates to determine shortlist for interview with Recruitment <ul style="list-style-type: none"> •Verify overall technical skill sets •In-depth client review with candidate •Review of ICON's benefits •Rate/salary negotiations 	Conduct in-depth testing using nationally accepted standards with validation procedures for technical skills	Check references for all candidates References must be professional and current <ul style="list-style-type: none"> •ICON's recruiters have successfully completed Employment laws Training •Reference checks are provided to the client when requested 	Apply best practices to ensure clients receive highly qualified consultants Further evaluate candidate's overall qualifications for the position Assess soft skills	Assign an exclusive Account Manager to each client Account Manager is dedicated to total client satisfaction Account Manager is therefore involved in ICON's Customized Qualifying Procedure All candidates presented to the client are evaluated by the Account Manager
	Candidate Identified – Move to Phase 2	Candidate Passed Skills Test – Move to Phase 3	Candidate References Validated – Move to Phase 4	Candidate Passed Internal Interview – Move to Phase 5	Account Manager Approval – Candidate Presented to Client
	Exclusive Recruiter Pipeline Internal Database Search Internet Employment Sites Networking User Groups Consultant Referrals	*As Requested Per Client	ICON's Reference Checking Policy ICON's Reference Check Form	In-house Compliance Review ICON's Standardized Interviewing Form	During Client Review of Candidate(s), ICON Recruiters: <ul style="list-style-type: none"> •Maintain Contact with Candidate •Evaluate Additional Talent
	Identify Qualified Candidates	Validate Technical Skills	Perform Reference Check	ICON Internal Interview	Candidate(s) Presented to Client