



The diagram illustrates the 12-step recruitment process for GRN Coastal. It features a central white circle with the company logo and title. Surrounding this are 12 numbered steps, each with a title and description. Steps 01 through 06 are in blue, and steps 07 through 12 are in green. The steps are arranged in a circular pattern around the center.

GRN COASTAL Recruitment Process

POSITION OPEN

Identify the reason for the position being open

01
STEP

JOB DESCRIPTION

Review skill sets necessary to fill role

02
STEP

KICK OFF MEETING

Put in place strategy and responsibilities

03
STEP

INITIAL SCREENING

Vet pool of candidates and eliminate non-qualifiers

04
STEP

CANDIDATE REVIEW

Set priorities and identify top candidates

05
STEP

PHONE INTERVIEW

Conduct initial interviews of top candidates

06
STEP

07
STEP

DIGITAL INTERVIEW

As deemed appropriate we can arrange an online interview

08
STEP

ONSITE INTERVIEW/TESTING

Top picks invited to clients for on-site interview and/or testing

09
STEP

REFERENCE CHECKS

Check the candidate's references

10
STEP

FINAL SELECTION

The client identifies their final pick

11
STEP

OFFER PRESENTED

GRN Coastal presents a verbal offer - client sends hard copy

12
STEP

CANDIDATE FOLLOW UP

Assist new hire with resignation and perform 30-day followup