



## Recruitment Process Document

The purpose of this document is to inform each individual involved in an IT recruitment exercise with Apeiro Ltd of the level of service to expect from us. We hope that this leads to a better understanding of our process and a continual improvement in the service we provide.

We endeavour where possible to meet candidates out of working hours and at weekends where requested, particularly where applicants may be applying for a number of roles or are at Senior levels in Companies where it is difficult for them to take time out.

All candidates supplied by us will have been through the following process:

- A detailed Telephone Interview to determine the candidates initial suitability
- A face to face interview typically one to one and a half hours
- Where applicable asked to complete a Personal Evaluation Form

Every candidate will be given:

- A description of the company and the Company Web address
- A description of the Job role
- A copy of the Job Description
- Explanation of Career prospects where appropriate
- Explanation of Benefits package available with the role

Apeiro Ltd will provide each interviewer with the Candidate's CV, the completed Personal Evaluation Form and Interview Notes incorporating the following:

- Candidates reason/s for leaving their current role
- Current and Previous work experience
- Brief technical skills summary
- Personality assessment
- Current salary and package
- Required salary and package
- References if requested
- Current Company profile if requested
- Any other pertinent issues i.e. relocation etc

If our clients would like any other items incorporated into the process e.g. Technical/Psychometric testing we are happy to assist.

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