

Vacancy briefing guide

Once your requisition has been approved it'll be allocated to a Candidate Administrator. The Candidate Administrator will contact you to conduct a vacancy briefing so we can get your requirements and agree the sourcing strategy.

The vacancy briefing is an important part of the recruitment process. It consists of a few simple questions but it lays the foundation for your recruitment campaign. If you can provide the resourcing team with the information they need at this early stage in the process, they will be able to source candidates more quickly and efficiently.

Some of the things the Candidate Administrator will want to find out about during the vacancy briefing include:

- location, hours of work, salary etc (checking the core information on your requisition)
- any local market challenges we're likely to encounter when sourcing candidates
- any eligible candidates you're already aware of/in conversation with
- what budget you have (if any) to support additional attraction activity
- what you're planning to do to promote the vacancy through your own network

The information you provide for the vacancy briefing will help the candidate marketing team to create a sourcing strategy for your vacancy. The candidate marketing team will post the job advert within 1 day of the vacancy briefing being completed.