



**Optimize
Hiring**

*Elevating the Hiring Process
for Ultimate Success*



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optimizehiring.com

Optimize Hiring provides customised Project-Based Hiring solutions, ensuring you secure the perfect talent for your short or long-term projects. Recognizing that project success pivots on skilled individuals, our team excels in identifying, recruiting, and onboarding professionals with the precise expertise required, guaranteeing the seamless execution of your projects.

Recruitment services can be provided by external recruitment agencies, executive search firms, or in-house corporate recruitment teams.

Elevate Workforce Quality

Crafting and implementing effective strategies to attract and retain top talent in competitive markets.

Industry Expertise & Specialization

Assisting with employment term negotiations and ensuring a smooth offer process.



OUR MISSION

To facilitate the hiring process for both employers/companies and job seekers, ensuring a match that benefits both parties.





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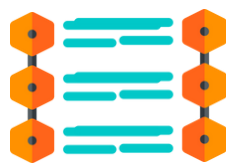
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Sourcing Candidates

Finding potential candidates using various job portals, social media, and professional networks is essential.

- Employ online job portals like Indeed and LinkedIn to post job openings and attract active job seekers.
- Interact with potential candidates on professional networking sites such as LinkedIn.
- Promote job openings and hire candidates on social media platforms like Twitter and Facebook.



Screening And Shortlisting

Reviewing resumes, interviewing, and evaluating candidates to make a list of those who meet the client's needs. Screening and shortlisting are essential steps in hiring to find the best candidates for the job.

Screening And Shortlisting

- Review resumes to check qualifications and experience.
- Confirm basic requirements like education and certifications.
- Use tests or assessments to evaluate skills or traits.

Shortlisting:

- Evaluate candidates based on set criteria.
- Compare candidates to find the best fit.
- Give feedback to unsuccessful candidates and keep records.





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Specialized Recruitment

Focused expertise in specific industries, understanding unique requirements.

- Initial Resume Evaluation
- Application Form and Cover Letter Review
- Pre-screening Interviews



Strategies Talent Acquisition

Talent acquisition strategies are plans organizations use to find, hire, and keep great employees to meet their needs. Here are some common effective strategies.

- Build a good employer image by showing off culture and happy employees.
- Use targeted ads and social media to find and interest job seekers.
- Keep in touch with potential candidates over time using CRM systems.
- Find talent from various sources like online boards and employee referrals.
- Track recruitment data to improve processes and decision-making.
- Keep a pool of potential hires ready for future job openings.
- Offer training and development opportunities to keep employees and attract new ones.





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Interview Coordination

Organising interviews between the client and chosen candidates may include organizing multiple rounds.

- **Arrange Interviews:** Schedule interview times convenient for employers and candidates, using tools to avoid conflicts.
- **Confirm Details:** Send confirmation emails with interview specifics to candidates and interviewers.
- **Provide Materials:** Give interviewers necessary documents like resumes and questions in advance.
- **Evaluate and Improve:** Gather feedback to enhance the interview coordination process.



Onboarding Support

Onboarding support helps new employees settle into their roles smoothly by providing resources, information, and assistance.

- Before they start, welcome new hires and inform them about their first day.
- Provide training to help them learn their job.
- Check-in regularly to see how they're doing and offer support.
- Offer ongoing support and opportunities for growth.

