

RECRUITMENT EXPLANATION EXAMPLES

Please see some examples of how an employer can identify a suitable worker for a role, along with methods to confirm the worker's suitability:

1. Head Hunting

- **Identification Method:** The employer actively searches for potential candidates, often through industry networks, recruitment agencies, or by directly approaching individuals with desired skills.
- **Evidence:** The employer can keep records of the recruitment agency or headhunting process, including communication logs, profiles of approached candidates, and any assessments or interviews conducted.

2. LinkedIn Recruitment

- **Identification Method:** The employer identifies potential candidates by searching for specific skills, experience, or qualifications on LinkedIn.
- **Evidence:** The employer can provide screenshots of the LinkedIn profiles reviewed, details of the messages exchanged, and any interview or assessment records. Additionally, they can retain documentation showing how the candidate's LinkedIn profile matched the job requirements.

3. Walk-in Interviews

- **Identification Method:** Candidates approach the employer directly, often during a walk-in recruitment drive or open house event.
- **Evidence:** The employer should retain records of the event, including advertisements for the walk-in interview, attendance lists, interview notes, and any assessments conducted during the process.

4. Internal Referral

- **Identification Method:** A current employee refers a potential candidate for the role.
- **Evidence:** The employer can keep the referral documentation, including the referring employee's recommendation, any resumes or applications received, and interview or assessment records demonstrating the candidate's suitability for the role.

5. Networking Events or Industry Conferences

- **Identification Method:** The employer identifies potential candidates through networking at industry events, conferences, or professional gatherings.
- **Evidence:** The employer can keep records of the event (e.g., brochures, registration), notes from conversations with potential candidates, and any subsequent interviews or assessments that led to the hiring decision.

6. Job Fair Participation

- **Identification Method:** The employer identifies candidates by participating in job fairs, where potential employees submit resumes and engage in preliminary interviews.
- **Evidence:** The employer should retain records of participation in the job fair, collected resumes, interview notes, and any follow-up assessments or interviews conducted to confirm the candidate's suitability.

7. Direct Applications (Speculative)

- **Identification Method:** Candidates apply directly to the employer without a specific job advertisement (speculative applications).
- **Evidence:** The employer can keep the original unsolicited application, interview records, and any assessment or reference checks conducted to confirm the candidate's suitability for the role.

8. Previous Employment with the Company

- **Identification Method:** The candidate was already employed by the company in a different role or capacity, and their performance indicated suitability for the new role.
- **Evidence:** The employer can provide records of the candidate's previous role, performance evaluations, and any internal processes (such as interviews or assessments) used to confirm their suitability for the new position.

9. Freelancer or Contractor to Permanent Hire

- **Identification Method:** The candidate initially worked for the company as a freelancer or contractor and proved their skills and experience through their work.
- **Evidence:** The employer can retain contracts, records of work completed, feedback or performance reviews, and any interview or assessment records used to transition the individual to a permanent role.

10. Research Collaboration or Academic Partnership

- **Identification Method:** The candidate was identified through an academic partnership, research collaboration, or similar cooperative project.
- **Evidence:** The employer can keep documentation of the collaboration, records of the candidate's contributions, and any evaluations or interviews conducted to confirm their suitability for the role.

These examples can help demonstrate that the employer followed a thorough process to identify and confirm the worker's suitability for the role, even if the role was not formally advertised.