

# Optomi Recruiter Workflow



## #1. Proactive Recruiting

On going recruiting within skill sets.  
Building pipelines of talent.  
Researching clients and technology. Active participation in networking groups.

## #4. Job Order Lockdown

High level fact finding meeting with AE of opportunity. Tech Skill Sets, Key Client Criteria, Company Culture, ST/LT, SPI's, Rate, Duration, Location

## #7. Interview Prep / Debrief

Reconfirmation of interest, coaching on interview best practices.

Proactive Recruiting

Phone Screen

PreScreen

Job Order Lockdown

Opportunity Presentation

Candidate Submittal

Interview Prep / Debrief

On-boarding

Consultant Care

## #2. Phone Screen

High level overview of candidate skill sets, motivation for search, job search activity, next steps.

## #5. Opportunity Presentation

Opportunity Overview, SPI's, 1-10, CLAMS, Candidate Close on Compensation –Rate Duration Location

## #8. On-Boarding

Implementing Start Form, Walking candidate through virtual process and background checks

## #3. PreScreen

In-depth discovery of ONH, Technical Skills, motivation for search, job search activity, next steps.

## #6. Candidate Submittal

Culture Fit, Opt2Vue, Core Client Criteria, Reference Quotes, Resume Quality

## #9. Consultant Care

Ongoing relationship building and keeping in touch. That's Caring Gift