

## APPLICATION PROCESS



### **Step 1: The Application Process:**

Once an opening is announced, candidates begin to apply. As the application process itself is crucial and forms part of the appraisal process, it is important that candidates are quite painstaking in sending in their formal applications and curating the CVs. For all entry positions into Aina Blankson, only first class and second class upper division candidates are advised to submit applications which must be sent via email to [hr@ainablankson.com](mailto:hr@ainablankson.com).

### **Step 2: The Screening & Pre-Selection**

The goal of the initial screening phase is to reduce the pool of candidates from a large number to a manageable group of between 3-10 people who are eligible for an interview. The most commonly used approach is resume or CV screening. Resume screening helps to assess if candidates comply with the criteria needed for the job. If you require 5+ years of work experience, a recent college graduate without this experience can be easily ruled out.

### **Step 3: The Interview**

The third step in the candidate selection process to assess how well-suited candidates are for the role and gain insight into their verbal fluency, sociability, competence and overall comportsment. Interviews may take place virtually or in person. For the most part, we conduct a first-stage interview remotely for more efficient time management. Our final interviews are conducted on-site to promote a stronger personal connection and allow the candidate to experience the workplace culture and environment.

### **Step 4: The Assessment**

While sparingly adopted, it is not unusual to have candidates do a case study or solve a real problem during their interview. This makes it possible to compare the quality of a candidate's work with the other applicants, as well as against the expected or ideal performance. What is more, a practical assignment also gives applicants an idea of what they will be doing in the role.

### **Step 5: The Decision & Job Offer**

Usually, the hiring manager makes the final recommendation to the CEO which may also involve input from other managers and colleagues. Sometimes, the optimal choice is someone less qualified at the moment but who is committed to growing and staying with the organization for a long time. Once the decision is made, the offer is then made to the candidate. Usually, the Human Capital Office send a mail outlining the main job details and employment conditions. If the offer is accepted, a Pre-Engagement Notice is provided and thereafter the Engagement Contract. Once that is signed by all parties are the selection process steps complete.