

Contract Placement Process - Activities

Process is critical for successful skill development. When you follow a proven, replicable process you can then focus on developing your skills throughout.



Key activities to complete:

Download the placement process – print it

Review your jobs – where are you up to with each one? What is the next step?

Discuss with your manager your live job portfolio and where each job is at. Set milestones as to when you will reach the next stage.

For each of the key control moments:

- Presentation of Candidate
- Interview Management
- Offer Management
- Resignation

Roleplay each conversation before you do it. The practice will help you to feel confident using the forms and checklists associated with it.