

PLUM Communication contractor placement process:

Stage 1	<ul style="list-style-type: none">❖ Take client brief - PLUM takes a detailed brief of your needs to understand the role in depth, to better understand your organisational culture and operating environment. PLUM can also assist with the development of a formal position description.❖ Search for candidates - PLUM undertakes a search through the extensive PLUM database, to identify suitable candidates already 'handpicked' by PLUM.❖ Advertise (if required) - If required, PLUM prepares copy and places an advertisement in a 'PLUM Job Alert' and/or on Seek so those new to the market can be harvested also.❖ Interview selected candidates - PLUM conducts in-depth interviews and skills-testing (where necessary) with potential candidates.❖ Determine a candidate shortlist - PLUM prepares a shortlist of the most appropriate and available candidates. The shortlist is then presented to the client. Suitability of candidates and areas of most relevance are highlighted.
Stage 2	<ul style="list-style-type: none">❖ Client interviews shortlisted candidates - PLUM arranges client interviews with the shortlisted candidates. PLUM briefs the candidates before, and then debriefs with the client and candidate after the interview.❖ Reference check preferred candidates - PLUM conducts verbal reference checks with previous employers of preferred candidates, if not already done so. PLUM provides feedback from the reference checks to the client.❖ Arrange testing - If required, PLUM can arrange any psychological or technical testing of the preferred candidates. The client is then debriefed.
Stage 3	<ul style="list-style-type: none">❖ Make an offer - PLUM manages the offer process on behalf of the client including management of paperwork/contracts and determination of start date and time. PLUM notifies all unsuccessful candidates.❖ Coaching - A PLUM Coach meets with the Client and the Contractor to set assignment KPIs. The PLUM Coach then supports and nurtures the Contractor through the life of the Client assignment with regular tracking and performance measurement against the previously agreed KPIs.

You'll be delighted by our talent.

Communicators who consult, contract and coach.

