

Recruitment and Placement Process

Steps	Activity	Duration of Activity	Responsible Person
1	Receives manpower request from client	5 minutes	DCI Recruitment Staff
2	Validates profile of personnel required by client	15 minutes	DCI Recruitment Staff
3	Checks database for qualified candidates	30 minutes	DCI Recruitment Staff
4	If necessary, posts job ads online	30 minutes	DCI Recruitment Staff
5	Screens and shortlists qualified candidates	1 hour	DCI Recruitment Staff
6	Administers pre-employment exams to candidate	4 hours	DCI Recruitment Staff
7	Interviews candidate	30 minutes	DCI HR Manager
8	Endorses candidate to client for interview	30 minutes	DCI Recruitment Staff
9	Conducts background check on candidate's current and previous employment	30 minutes	DCI Recruitment Staff
10	Makes a job offer to candidate	30 minutes	DCI HR Manager
11	Candidate is subjected to pre-employment medical examination	2 hours	DCI-authorized medical institution
11	Candidate is given orientation upon reporting for work	4 hours	DCI Recruitment Staff
12	Candidate is endorsed to client	15 minutes	DCI Recruitment Staff

A candidate is placed to a client in 45 days or less from the time the manpower request is made. A candidate's evaluation process takes 15 days. It will take 30 days for the qualified candidate to start work with a client if the candidate is employed at the time the candidate is being assessed for placement.