

# Assessment Process

Proposal for the assessment of a .....

Prepared by Pro Talent for (client).....

<b>Step</b>	<b>Responsible</b>	<b>Duration</b>	<b>Starting date</b>
Conduct job profiling interview with nominated person(s) in client organisation	Pro Talent		
Confirm the competencies to be assessed; the assessment instruments and the assessment process for each candidate	Pro Talent		
Recruit candidates	Client and / or Pro Talent		
Confirm candidate meets minimum requirements in terms of technical expertise, knowledge and experience	Client		
Interview candidates and finalise a short list of candidates for competency assessments	Client		
Do competency assessments	Pro Talent		
Present assessment results to client decision making panel	Pro Talent		
Provide client with competency based interview questions to be used in final selection interviews	Pro Talent		
Conduct final selection interviews to confirm suitability and remuneration expectations	Client		
Decide on the best candidate	Client		
Formulate and present job offer	Client		