



6-MONTH PROGRAMME

Trainee Academy

Part of PageGroup

WORK / RESPONSIBILITIES

1st MONTH	INTERACTION & LEARNING	2nd MONTH	UNDERSTANDING	3rd MONTH	TRANSFERRING	4th MONTH	GOALS TO BECOME A CONSULTANT	5th MONTH	FIRST TARGETS	6th MONTH	PREPARATION FOR CONSULTANT
<ul style="list-style-type: none"> • Get theoretical overview of the recruitment life cycle • Understand service/product & costs • Gain knowledge of profiles/positions • Understand the CRM Database structure and know how to use it efficiently • Internal tools (phone, IT, Server,...) • Update candidate profiles • Candidate searches on beginner level • Update database and internal files • Understand what is/is not a suitable candidate • Attend interviews to learn how to drive an interview 		<ul style="list-style-type: none"> • Update candidates profiles and generate candidates for the team with daily targets • Source jobs • Screen and research job opportunities on job boards (to better understand the division) • Check applications • Induction in driving successful interviews and develop interview skills with manager • Competitor and market analysis • Search for suitable candidates • Prepare candidate dossiers • Support the team in clients newsletter preparation (Candidate Flash) • Interview Driver's License 	<ul style="list-style-type: none"> • Actively pre-screen candidates for specific jobs with manager • Support job management through shortlist preparation • Improve interview skills • Introduction to reference checks for candidates with Manager • Contribute to the team's objectives • Optimise the learnings of the first two months • Support the team in client newsletter preparation (Candidate Flash) <p>First appraisal</p> <ul style="list-style-type: none"> • Mid-Traineeship Appraisal 	<ul style="list-style-type: none"> • Work under full supervision on acquired jobs (candidate search, candidate interviews with Manager, shortlist,...) • Successfully drive the full recruitment cycle from A to Z with manager • First steps in commercial approach, actively calling clients for meetings • Participate in the team's acquisition activities under supervision ("Power hour" / "Ad chase morning") • Preparation of commercial acquisition list • Support the team in client newsletter preparation (Candidate Flash) • Ad hoc projects 	<ul style="list-style-type: none"> • Schedule meetings with clients • Actively generate business with low supervision • Manage full recruitment cycle with low supervision • Attend client meetings with Manager • Understand the sales approach and how to manage client expectations • Client newsletter preparation (Candidate Flash) 	<ul style="list-style-type: none"> • Market development (candidate full cycle and client full cycle) • Job and process management under low supervision • Development of (individual) specialisation • Transfer commercial activity to proactive concrete actions • Fully operational to achieve consultant status <p>Final appraisal:</p> <ul style="list-style-type: none"> • End of Traineeship Appraisal with Director 					