



The Placement Process:

Identify the Job Opportunity

Form Candidate Pool

Screen Candidates

- Briefly cover job specific details (location, pay rate, shifts, any required equipment)

Collect Paperwork

- Photocopy Gov't issued Photo ID & SIN, licenses
- Scan direct deposit information

Schedule an Interview

- Use the interview confirmation template in your e-mails

Create Candidate Profile in CURA

- Upload Resume
- Verify Candidate information is correct

Conduct the Interview

- Use interview template
- Ensure Candidate has CSA approved safety boots
- Verify expiration of licenses

Update Address, SIN, and Date of Birth in CURA

- Enter interview notes
- Complete custom fields & create a note indicating custom fields are completed

Select Candidate

- Use job confirmation template
- Finalize location, pay rate, shift, equipment (any fees), who to report to

Send placement e-mail

- Use placement e-mail template and send to amira.james@lyrgroup.com

Confirmation

- Ensure Candidate confirms receipt of placement e-mail

