

20th Sep 2023

Dear Candidate

We sincerely appreciate your effort in submitting your resume and participating in our interview process at Creatigrity. Our comprehensive interview process comprises three distinct rounds, each designed to evaluate your suitability for the role of a Trainee Recruiter:

1st Round - Introduction and Job Description Understanding: In this initial phase, we aimed to understand your insights into the job description and gauge your overall comprehension of the role.

2nd Round - Assignment: You will be given an assignment that necessitates your attention over the next 15 days. This task is designed to test your abilities and will play a pivotal role in assessing your potential.

3rd Round - Assignment Examination: The third round entails an examination based on the assignment you have completed. This step allows us to delve further into your capabilities.

Based on your performance in the 1st round, we believe you possess the potential to excel as a successful Trainee Recruiter. Consequently, we have shortlisted your profile to proceed to the subsequent phases of our evaluation process.

To facilitate your preparation, we have provided links to pertinent modules that will aid you in understanding the intricacies of the role and its requirements:

• Module 0: Types of Recruitment	Watch here
• Module 1: US IT Recruitment Introduction	Watch here
• Module 2: US Recruitment Fundamentals	Watch here
• Module 3: Understanding Job Descriptions	Watch here
• Module 4: US Recruitment Terminology	Watch here
• Module 4: Types of US Visas	Watch here
• Module 5: Tax Terms in US Staffing	Watch here
• Module 5: US Time Zones	Watch here
• Module 6: Sourcing Strategies	Watch here
• Module 7: Boolean Search and Effective Communication	Watch here
• Module 7: Preparing for Calls as a Recruiter	Watch here

Please dedicate the next 15 days to completing these modules and preparing for the associated test. Your successful completion of this assignment will be a significant step forward in our evaluation process.

We look forward to your continued engagement and progress. If you have any queries or require further assistance, please do not hesitate to reach out.

Kindly take note that our HR Team is readily available to address any queries or provide assistance you may require throughout the duration of your assignments. Please feel free to reach out to us whenever necessary.

Creatigrity Technologies Pvt Ltd

Corporate Office:

175. EPIP Area, Whitefield, Bangalore, 560066

Email: hr@creatigrity.com

Phone : +91 8697719894

Registered Office:

Golden blossom, GR003 Bellathur kadugodi, Bangalore 560067

URL: www.creatigrity.com

Letter of Intent:

In line with this, we are writing to express Creatigrity genuine interest in your potential role within our team. While this Letter of Intent serves as a preliminary understanding and is not a legally binding contract, it outlines our shared intention to take the next steps towards formalizing your employment with Creatigrity.

Position: Trainee Recruiter

Proposed Start Date: 05th Sep 2023

Location: Whitefield, Bangalore

Your Merits and Contributions:

We were particularly impressed by your overall skills and interest, which we firmly believe would enrich our team's capabilities. Your potential responsibilities mentioned below. Your contributions are envisioned to be significant and valued.

Role / Responsibilities:

Trainee Recruiter is responsible for all recruitment activities of Creatigrity Technologies Pvt Ltd and its clients.

- Sourcing resumes from different job boards (Monster, Careerbuilder, Dice, LinkedIn)
- Calling all the candidates to evaluate the technical and over all fitment
- Identifies, develops and implements strategies for recruiting targeted talent pool to meet the organizations objectives.
- Establishes procedures to ensure effective hiring of IT/Non IT Professionals.
- Maintains daily log of recruitment activities.
- Coordinates interview schedules. Acts as the initial facilitator once the candidate till they are selected and on boarded.
- Provide candidate experience and meet the performance and process metrics.

Formalization and Details:

While the Letter of Intent provides a preliminary understanding, we anticipate providing you with a comprehensive employment opportunity. This opportunity will delineate compensation, benefits, terms of employment, and other essential particulars. Prior to your proposed start date, you will have the opportunity to review and sign this letter.

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Acknowledging Your Interest:

We kindly request your response to this Letter of Intent within one week from the date of this email. Should you have any inquiries or require further clarity, please do not hesitate to contact Geetha, Training and Sourcing Manager through geetha@creatigrity.com or Call on 8217032358

Engagement and Expectations:

We appreciate your dedicated consideration of this opportunity and eagerly await your response. Should you choose to proceed, we are excited to welcome you to Creatigrity, embarking on a journey of shared growth and accomplishments.

Thank you for your time, dedication, and interest in becoming a part of our team.

Warm regards,

Geetha B
Training and Sourcing Manager
Creatigrity Technologies Pvt Ltd
20th Sep 2023

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