

2068787 - JOB OFFER (2020-11-12 at 06:55 GMT-8)

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WAYS TO FIND AN EMPLOYEE

JOB OFFER PROCESS:

- JOB OPENING** (Icon: Newspaper)
- RESUME** (Icon: Document with magnifying glass)
- REFERRALS** (Icon: Speech bubble)
- JOB INTERVIEW** (Icon: Two people talking)
- JOB OFFER** (Icon: Document with checkmark)
- COMPANY EMPLOYEES** (Icon: Person with magnifying glass)
- CONTRACT** (Icon: Document with checkmark)

Flow: JOB OPENING → RESUME → REFERRALS → JOB INTERVIEW → JOB OFFER → COMPANY EMPLOYEES → CONTRACT.

Text:

A Job Offer is the letter you receive from the company who wants to hire you. How do you get one? Well, first, let me explain you, in a general way, how companies look for new employees.

The way companies hire people may vary from one to the other. In this process, the recruitment phase is very important to have a great pool candidates. In this search, companies can find professionals through three ways:

- 1) Promoting the job opening on: company websites, job boards, Job Search Engines, social media, or Walk-In Applications
- 2) Getting company's employee referrals.
- 3) Giving a Job Offer to a current employee with the profile needed for the job.

Up to now, we have learned that when we are looking for a job it is crucial to redact a Resume. A resume is the first document a Company asks for when looks for new employees. Now, I invite you to not be the person who needs a job, but the one who is hiring professionals. Let's learn what kind of information a Job Offer must have!

9:58 a.m. 12/11/2020



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