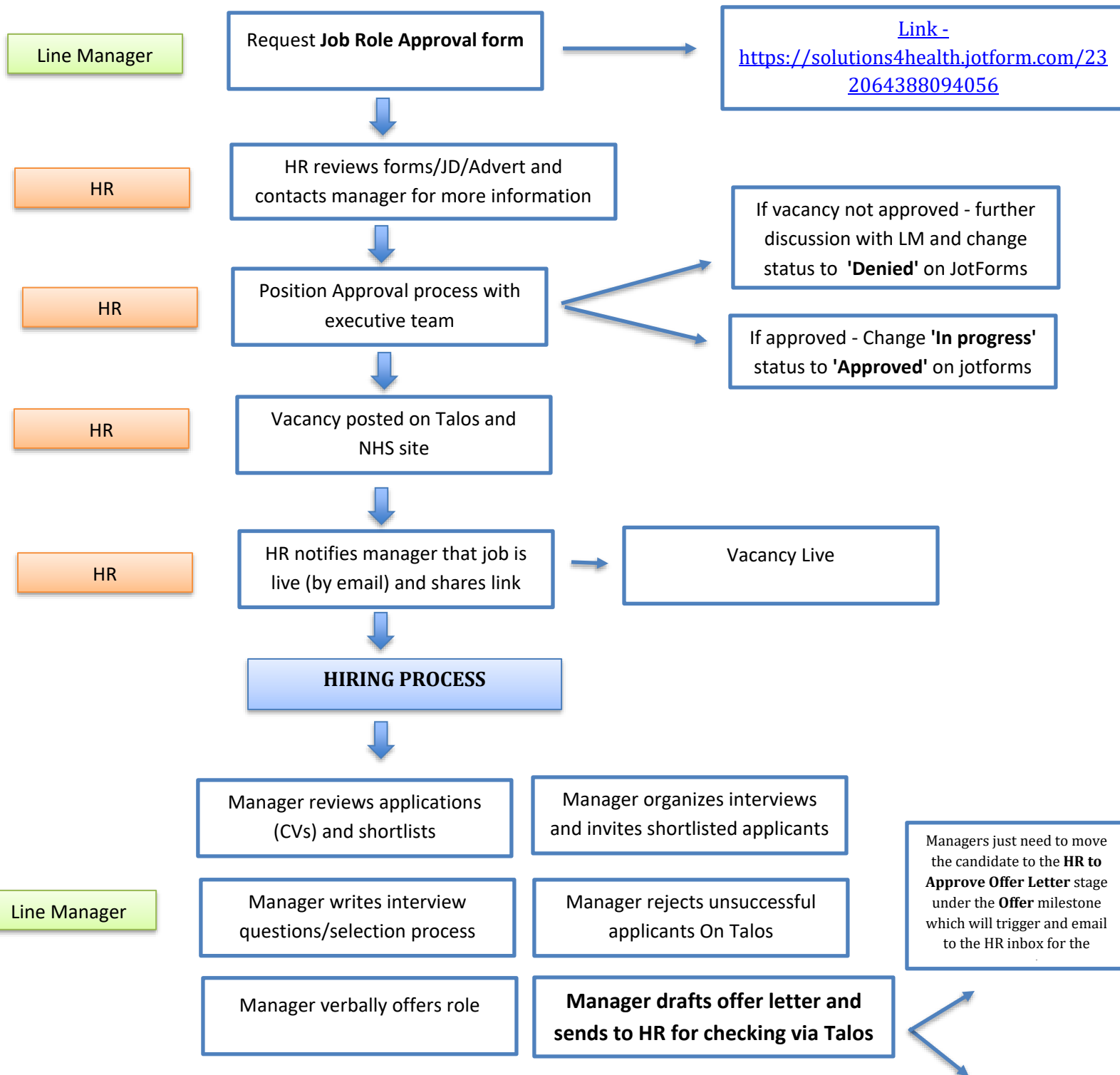


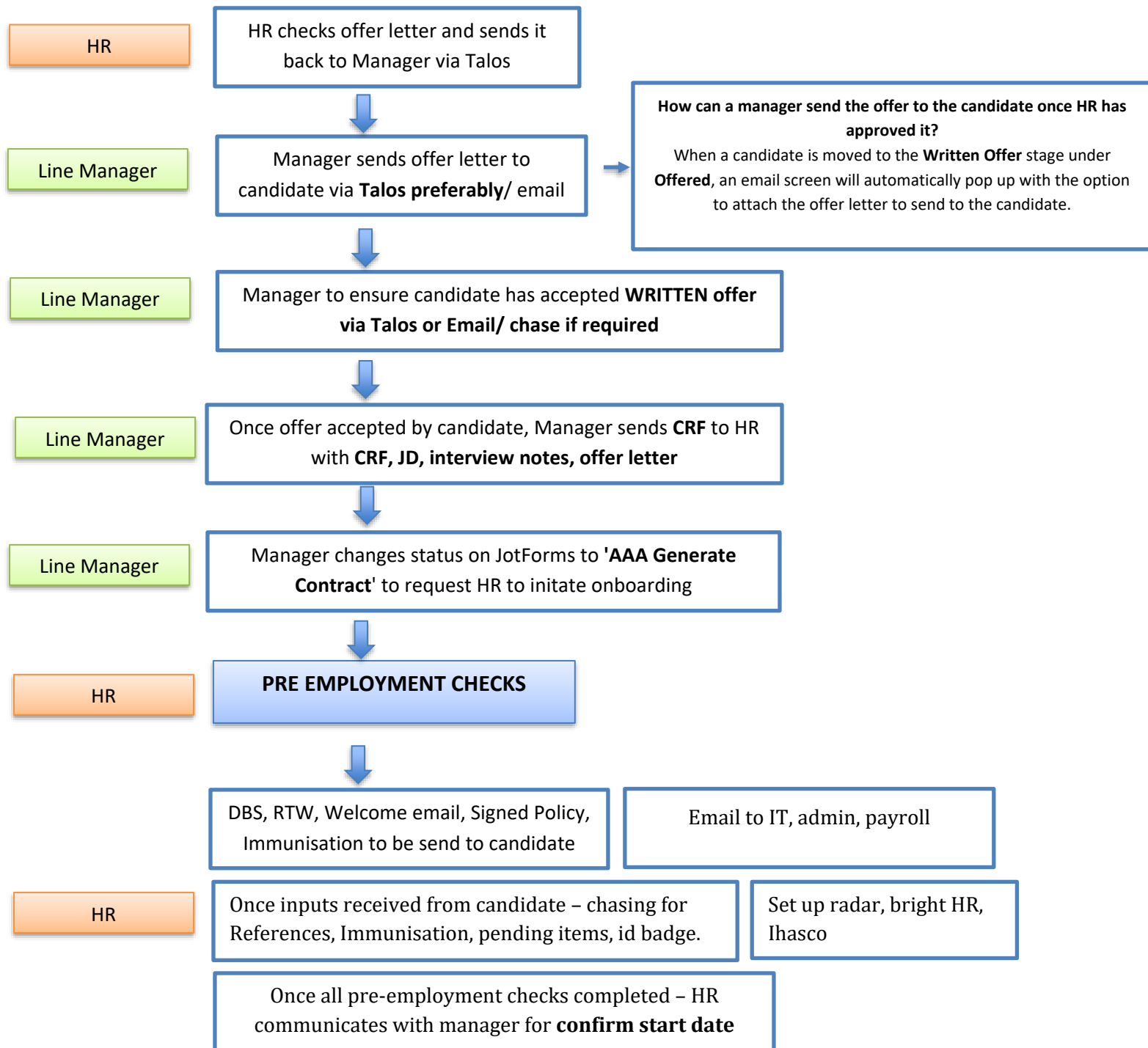
Recruitment Process Flowchart



Created by AC, Reviewed by SG - Aug 2025

How to manually add candidates to roles (even if expired):
 Here's the guide you'll need:
[👉 Manually Upload a Candidate – Talos Help Guide](#)

Recruitment Process Flowchart



Recruitment Process Flowchart

FIRST DAY INSTRUCTIONS



HR activates 3 system - radar, bright HR and Ihasco and emails the guides related to the system and benefits



HR sends 2 onboarding forms
Declaration of Interest Policy
Confidentiality Policy Statement



Manager – verifies documents and emails HR and begins completion of induction checklist

RECRUITMENT TIMELINES

Pre-Employment Check	Recommended Timeline
If no Immunisation checks	Minimum 2 – 3 weeks
If Immunisation Checks are needed	4 weeks – 6 weeks (may be longer depending on immunisation requirement and individual's immunisation status)

End of process