TRS APPRENTICESHIP RECRUITMENT PROCESS

STEP 1
TRS agrees support package with employer. Agree posts on **Indeed**.
TRS

STEP 2
Agree apprentice advert content (pay, job description, hours, shift pattern, location)
TRS / Employer

STEP 3
Agree pre-screen questions and responsibilities
TRS / Employer

STEP 4
Post advert on **Indeed** / recruitment sites
TRS or employer as agreed at start

STEP 5
Post advert on **Find An Apprenticeship** Website
TRS

STEP 6
Carry out pre-screening questions
TRS or employer as agreed at start

STEP 7
Create a shortlist and send to employer
TRS

STEP 8
Contact applicants to arrange interviews
Employer

STEP 9
Inform TRS of who has passed the first interview stage
Employer

STEP 10
Inform applicants of whether they have been successful at their interview
Employer

STEP 11
Conduct initial assessments of candidates
TRS

STEP 12
Inform employer of initial assessment results and recommendations
TRS

STEP 13
Issue offers of employment
Employer

STEP 14
Invoicing of **Indeed** costs sent to the employer once vacancies are filled
TRS