

LSDC RECRUITMENT & SELECTION SERVICES

Our Recruitment & Selection service comes in different categories:

- i. **SILVER CATEGORY:** This category covers:
 - a. Receive identified vacancy from client and evaluate need
 - b. Develop Position Description
 - c. Post vacancy
 - d. Collect, collate and sieve CVs
 - e. Shortlist qualified candidates and send list and CVs to client organisation
 - f. In this category, client organisation co-ordinate and conducts interview sessions.

- ii. **GOLD CATEGORY:** In addition to the SILVER CATEGORY, this category covers:
 - a. Co-ordinate and conduct interview sessions

- iii. **DIAMOND CATEGORY - EMPLOYEE (PRE-EMPLOYMENT) BACKGROUND CHECK:**

Our DIAMOND CATEGORY includes the SILVER and GOLD CATEGORIES, employee (pre-employment) background checks which covers:

- a. Academic reference verification
- b. Personal reference verification
- c. Bio data verification
- d. Previous Employers references verification
- e. Certificates verification.

In addition, LSDC also renders the following services:

1. **Staff Audit/Head Count**
2. **Certificate Re-verification**

Contact us for more information, further discussion and a quote.

