

The Careway process

Inform us of your needs

It is essential that we have a complete understanding of your requirements, so that we can best match candidates to your needs.

- You may complete an application form and return it via post, email or fax.
- You may complete an application online by visiting www.careway.co.za.
- You may come into the office in person to discuss your needs.
- If you prefer, a consultant will come to your home, within Dublin, to discuss your needs.

Payment of the registration fee

Payment of the registration fee is due at this stage.

Booking interviews

We will select up to four of the best-suited applicants for you to meet at your convenience.

It is not our policy to send out profiles prior to the interviews for the following reasons:

- Each candidate is interviewed by the agency and your consultant will have the best insight into which candidates you should meet.
- Our quality candidates are in high demand meaning they are placed very quickly and may be placed between you viewing profiles and meeting candidates
- Our candidates may meet more than one client each day, and may have an offer made at any time.
- Due to unforeseen circumstances a candidate may not be available at short notice, for example transport delays.

However, once the interviews are confirmed, you will be briefed on the applicants and will have the option of receiving their profile.

We have a high success rate of finding the right candidate for our clients within the first set of interviews. We listen to your needs and work as a team to match the qualifications, experience and personality of a candidate to best fit in with your family structure. Our comprehensive screening, selection, job offer and post placement procedures make the process as hassle free as possible for our clients.

Meeting the candidates

The interview is a chance for you to get to know the candidate a bit better. We will provide you with an interview guide and any additional information you require.

Trial period

Let us know if you would like to conduct a trial, in order to aid your decision.

Job offer and acceptance

We will present the offer to the candidate and receive acceptance in writing.

Placement pack

You will receive a placement pack containing a contract, tax details and other relevant documentation. Your consultant will be happy to help you complete the documents.

Guarantee period

Remember that we are always here for help and support should you need anything, and that we do offer a 3 month guarantee period.

