

HAMMA STUDIO — RECRUITMENT PROCESS

FAST RECRUITMENT. CLEAN ONBOARDING. AUSTRALIAN-LED OVERSIGHT.

1

JOB BRIEF CONFIRMATION

- ✔ Confirm role scope and required capability tier (Foundation / Capability / Technical)
- ✔ Agree on salary range and reporting structure
- ✔ Approve final job brief and advertisement

2

SELECTION CRITERIA ALIGNMENT

- ✔ Define key shortlisting criteria
- ✔ Confirm software requirements and technical skills
- ✔ Set English level and communication expectations
- ✔ Agree on interview format (Teams or in person)

3

APPLICATION REVIEW & FIRST INTERVIEWS

- ✔ hamma Studio screens all applicants
- ✔ First-round interviews to assess skills, accuracy, and communication
- ✔ Candidates filtered by capability tier
- ✔ Clean shortlist prepared and sent to customer

4

CUSTOMER INTERVIEWS

- ✔ Customer interviews top shortlisted candidates (facilitated by hamma Studio)
- ✔ Feedback gathered from both sides
- ✔ Joint review to choose the preferred candidate

5

SELECTION & OFFER

- ✔ Confirm final candidate
- ✔ hamma Studio issues the employment offer
- ✔ All contracts, compliance, and onboarding documents managed by us

6

ONBOARDING & SETUP

- ✔ New staff join under hamma Studio employment terms
- ✔ HR, payroll, insurance, and compliance handled
- ✔ IT setup completed (Microsoft 365, SharePoint, Teams)
- ✔ Access permissions configured
- ✔ Workspace and equipment prepared
- ✔ Structured onboarding during first 1–2 weeks

7

ONGOING MANAGEMENT (OPTIONAL)

- ✔ Australian-led oversight
- ✔ Performance checks and communication support
- ✔ Daily updates through Teams + Planner tasks
- ✔ Weekly or monthly reporting depending on role
- ✔ Continuous workflow guidance and issue escalation



We aim to present a hire-ready shortlist and fill your role **within 30 days**, subject to availability.