EIGER MARVEL CONSULTANTS

Bulk Recruitment Planning Checklist

From workforce plan to arrival on site.

1. Workforce plan

- [ ] Trades, headcount and skill level listed by project phase
- [ ] Date each batch is needed on site
- [ ] Budget per trade agreed
- [ ] Hard-to-find trades flagged early

2. Timeline

- [ ] Planned backwards from each start date
- [ ] Buffers built in for documents and travel
- [ ] Reserve list of tested candidates for drop-outs

3. Sourcing

- [ ] Licensed partner agencies checked
- [ ] More than one source for critical trades
- [ ] Recruitment costs not passed to workers (prohibited under UAE law)

4. Selection

- [ ] Practical trade tests for every candidate
- [ ] Employer interviews, by video or in person
- [ ] Offers and contracts issued and accepted

5. Documents and arrival

- [ ] Documents collected and checked early
- [ ] Medicals booked in good time
- [ ] Work permits and residency handled by the employer or PRO team
- [ ] Travel booked only when paperwork is ready
- [ ] Accommodation, induction and safety training ready

6. Tracking

- [ ] One tracker row per worker, updated weekly
- [ ] Batch numbers: sourced, tested, selected, documents complete, medical passed, travelled, arrived
- [ ] Bottlenecks reviewed every week

Hiring at volume for a new project?

We plan, source through licensed partners and trade test every candidate.
Request a workforce quote: eigermarvelhr.com/bulk-recruitment.html