

To

The School Director,
Jewels Leading Light Academy,
No 50, 34 Crescent by Kelina Hospital,
3rd Avenue, Gwarinpa
Abuja 900108

Dear Sir,

SCOPE DOCUMENT FOR RECRUITMENT (HEAD OF SCHOOL)

We are glad to introduce our ***Education Recruitment and Training Program- E RTP***

We are pleased to inform, you that we have a bespoke model. **(GSAT-R)** for helping your school get the right candidate for the positions as requested.

GET: We dive into the pool of talents to recruit based on our client's request. In other to GET the right applicants, our client/school must **provide information such as skills required, expected duties, (apart from general duties as broadly deputation to the target job), remuneration range, organizational and educational goals, and the next 5 years goals of the school before commencement of the recruitment process.**

SCREEN: Candidates from our pool will be screened based on informed data. These tasks are uniquely tailored for each organization.

ASSESS. We understand that the screening phase might not be enough to identify core values and capabilities of candidates. Hence we always asses our candidates after the GET and SCREEN stage of our recruitment process.

TRAIN: As a way of equipping the chosen candidate for our GET and to be sure we would achieve at least 85% of the purpose of recruitment, we organize expedited training in sync with the data collated during the GET stage. This training is specifically designed and recommended based on EMPIRICAL EVIDENCES. This for us is an intentional process. Examples of the training that we offer at this stage are; School leadership, school audit, amongst many others.

At Coreskills transformational academy, we take the appraisal process as a double-phase project. And so, as a premium service, we organize a re-train phase after the candidate must have completed and has been appraised after the first 3-months in the school. This assessment is our final recommendation after which we will advise confirmation letter to be issued to the selected candidate.

ORGANISATIONAL REQUEST

Based on the meeting we had with your organization. In attendance was; Mr. Segun (Jewels leading light representative), Dr. Toyin Sam-Emehelu and Mrs. Janet Obaemo. Summarily your organization have requested our services to recruit the total of (8) personnel to join your organization by second term 2022/2023 academic session.

1. 4- Staff member: Assistant HOD for Grade School, Background with Mathematics and Literacy
2. 2- Staff Members: HOD for Grade School
3. 2- Science teachers: Physics and Biology (Advantageous if a personnel can teach both subject)

FEES

Based on the offer of service, the total cost for our Education recruitment and Training Program: Recruitment + Training + Appraisal is Five Hundred Thousand Naira only (-N-500,000).

However, we have the option of Education Recruitment ONLY. This service is without training and further appraisal and the fee is at (-N- 300,000)

Once agreement is made, invoice will be raised, 80% of the fee must be paid before commencement of the recruitment process and balance payment must be made on or before completion of the recruitment process.

We hope to hear from you soon.
Thanks for choosing Coreskills Transformational Academy Limited.

Warm Regards,

Dr. Mrs. Toyin Sam-Emehelu



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