



Recruiting and Hiring Quick Take for Business Leaders

Recruitment: The process of finding and hiring the *best-qualified* candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner. The process includes **analyzing the requirements** of a job, **attracting employees** to that job, **screening** and **selecting** applicants, **hiring**, and **integrating** the new employee to the organization.

Contact your HR consultant, [Niki Ramirez](#), for support developing job descriptions, posting and monitoring job openings, developing interview questions/processes, pre-screening candidates, conducting background/reference checks, drafting

Full-Cycle Recruitment Process / Guiding Principles

1) Analyze job requirements.

- ✓ *Create or update the job description:* including a job summary, list of essential duties, required skills, and education/experience minimum requirements, etc.
 - **Pro Tip:** Sit down and “interview” employees who are currently in the job, or who have been in that job in the past to see what duties, skills, etc. should be listed; what changes/updates do they recommend?

2) Attract the best applicants.

- ✓ Post job opening flyers at your business location or at nearby businesses, community centers, schools, etc.
- ✓ Email current employees to share information about open positions; ask them to share within their networks
- ✓ Post via the web on social and professional networking sites
- ✓ Purchase and run a job advertisement online (Indeed, Glassdoor, ZipRecruiter, Jobing.com, etc.)

3) Screen qualified candidates.

- ✓ *Employment Application* – review all details and look for “missing” information prior to hosting an interview
- ✓ *Phone interview* – ask general questions to gauge why the candidate would like to work for your organization and if they’d be a good organizational fit (not to measure technical skills)
- ✓ *In person, direct interview* – 1:1 meeting to gauge a person’s ability to do the job and respond to common issues
 - *Panel interview* – a group of several representatives from the hiring company take turns asking a series of planned questions
- ✓ *Realistic job preview* – the top candidate(s) is/are asked to spend time in the work environment and provide their own ideas and feedback as to how they would handle common situations that they see
- ✓ *Activities and exercises* – the candidate is asked to perform a task that is a common or essential duty for the job
- ✓ *Background screening, reference checking and drug testing* – using any or all of these strategies increase the chance that you’ll hire a candidate that is a good fit for your company

4) Hire your top candidate.

- ✓ Produce a formal *Offer Letter* or offer summary sheet
- ✓ Put together a comprehensive plan for on-boarding and *new hire orientation*/job training
- ✓ Provide information on company policies, procedures and benefits

5) BONUS – Orient and Integrate New Employees into the Workplace:

- *Worksite tour* – Show/tell the new employee where to park, where to eat/take break, restrooms, etc.
- *Company overview* – Provide the new employee with a 15 minute intro: who we are and what we do
- *Neighborhood review* – Share with them what is around the area that might be useful or important (post office, gas station, dry cleaner, tire shop, grocery store, pharmacy, etc.)
- *Provide introductions* to team members via an informal “meet-and-greet”, staff meeting, conference call, etc.
- Assign new hire to a “mentor” or someone who isn’t their direct supervisor that they can go to with questions

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