THE RECRUITMENT PROCESS

The recruitment process ensures a consistent, transparent and fair approach to hiring. This methodology can help guide organizations when working to select the right candidate for a position on the basis of values alignment and skills relevance.

IDENTIFY HIRING NEED

Clearly describe and communicate the intentions for any new position. Internal feedback can help to inform decisions and identify the most critical qualifications.

Ask what the ideal candidate looks like and how they'll help the company grow.

- Create job requisition
- Submit for approval

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RECRUITMENT PLANNING

A recruitment plan helps to guide the hiring process by determining participants, deciding how to promote the opening and communicating with existing staff.
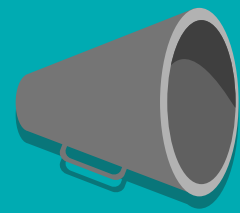
- Create job description
- Create job posting

2

SOURCE CANDIDATES

When it comes to sourcing new employees, the time to start is now. Develop ongoing connections with potential candidates to help provide a jump start when recruiting needs arise.

- Promote for active job seekers
- Network with passive job seekers
- Review applications and resumes

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INTERVIEW CANDIDATES

Interviews are used to identify whether or not a candidate is a good fit for the position and organization. An effective interview consists of identifying the right questions to understand a candidate's values, knowledge, skills and abilities.

- Prescreen candidates
- Culture fit interviews
- Skills interviews

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VERIFY POTENTIAL HIRE

Screenings are required to avoid negligent hiring claims. Verify past employment and the candidate's references. Applicable criminal background and credit checks are completed post offer acceptance.

- Employment verification
- Candidate's reference check

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OFFER OF EMPLOYMENT

Communicating details of the employment offer provides clarity and transparency about job expectations. Take this opportunity to build some excitement and anticipation for the perspective new hire.

- Extend employment offer
- Prepare to address counter offers

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REJECTION OF CANDIDATES

Notifying other candidates of rejection helps to build trust with potential future job seekers by offering help in their career journey.

Providing upfront, transparent and forthright reasons for the rejection is key.

- Notify rejected candidates
- Offer helpful feedback

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