

# 7 STEPS

## FOR A SUCCESSFUL RECRUITMENT PROCESS:

1

### Identifying the Need to Hire

Start with a strategic intake form that outlines the role, salary range, requirements, location and a detailed description.

2

### Sourcing Candidates

Sourcing candidates must be a long-term, strategic endeavor. Creating a consistent flow of candidates will help you avoid being purely reactive in your hiring.

3

### Screening Candidates

Evaluate, interview and disposition each candidate through a combination of phone screening, pre-employment assessments and reference checks.

4

### Interviewing Candidates

Establish standard questions for every applicant. Guide interviewers to ask open-ended questions and actively listen to candidates' responses to evaluate a candidate's communication style, personality, decision-making process and critical thinking skills.

5

### Selecting the Right Candidate & Making the Offer

Solicit feedback from stakeholders who will regularly work with or alongside the candidate. To remain competitive in today's tight talent economy, organizations must have an up-to-date understanding of the market's salary range and benefits packages.

6

### Onboarding and Retaining Talent

Onboarding helps a new hire adjust to the company culture, performance expectations and social aspects of their job. An onboarding program should take months, possibly up to a year, and involves cross-functional coordination throughout the organization.

7

### Measuring what Matters

Key metrics to measure include: cost-per-hire, time-to-hire, offer acceptance rate, source of hire and hiring velocity.

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