

BEST PRACTICES FOR THE RECRUITMENT PROCESS

INITIATING THE PROCESS:

- MEET WITH MGR TO DISCUSS WHAT THEY ARE LOOKING FOR
- WHAT AUDIENCE ARE THEY TRYING TO ATTRACT
- WHERE WOULD THEY LIKE TO ADVERTISE
- ANY NECESSARY TESTING
- JOB DESCRIPTION NOW IS A GOOD TIME TO SEE IF AN EXISTING POSITION IS IN NEED OF BEING REEVALUATED. SEND TO DIR OF BEN AND COMP FOR REVIEW AND/OR REEVALUATION
- PREPARE THE NECESSARY PAPERWORK FOR ALL AUTHORIZED SIGNATURES
- SEND COPY TO ACCOUNTING FOR BUDGETING PURPOSES AND HEADCOUNT

BE SURE TO POST THE POSITION IN A VARIETY OF MEDIAS TO ATTRACT A DIVERSE AUDIENCE INCLUDING INTERNALLY AS WELL AS EXTERNALLY. POSTING MUST BE PUBLICIZED INTERNALLY FOR FIVE BUSINESS DAYS PRIOR TO AN OFFER BEING MADE.

REVIEWING RESUMES:

- PRESCREEN OR FORWARD ALL RESUMES TO THE HIRING MANAGER(S) ON A DAILY BASIS
- BE SURE THAT THE CANDIDATES ARE RECEIVING AN AUTOMATIC RESPONSE WITH A VOLUNTARY AFFIRMATIVE ACTION RESPONSE
- RECEIVE A LIST OF PROSPECTIVE CANDIDATES FROM THE HIRING MGR

TELEPHONE PRESCREEN PROCESS:

- IS YOUR RESUME UP TO DATE?
- WHAT IS YOUR CURRENT SALARY?
- WHAT ARE YOUR SALARY REQUIREMENTS?
- OUR LOCATION ISIS THE COMMUTE DOABLE FOR YOU?
- WHAT IS YOUR AVAILABILITY TO INTERVIEW?

SCHEDULING AN INTERVIEW:

SEND CANDIDATE EMAIL CONFIRMATION OF THE DATE/TIME OF THE INTERVIEW AS WELL AS AN ELECTRONIC APPLICATION, VOLUNTARY AFFIRMATIVE ACTION FORM, MAP TO ACP. BCC THE HIRING MANAGER AND YOUR BACKGROUND HR REP.

DAY OF INTERVIEW:

- HAVE CANDIDATE SIGN THEIR APPLICATION IN FRONT OF AN HR REP
- BE SURE TO REVIEW THE APPLICATION CAREFULLY AND ASK ANY QUESTIONS (PARTICULARLY SALARY REQUIREMENTS, CRIMINAL, ETC)

- ADMINISTER ANY NECESSARY TESTING
- REVIEW YOUR BENEFIT SUMMARY SHEET
- ANSWER ANY QUESTIONS

PREPARE AN INTERVIEW FOLDER WITH A COPY OF THE APPLICATION, TEST RESULTS, AND AN INTERVIEW EVALUATION FORM. BE SURE THAT THE HIRING MGR SUBMITS THE EVALUATION FORM WITHIN 48 HRS FROM THE DATE OF THE INTERVIEW.

MAKING THE OFFER: (HR MAKES ALL OFFERS.)

- OFFERS ARE MADE CONTINGENT UPON RECEIVING POSITIVE RESULTS OF THEIR BACKGROUND CHECKS.
- THE DIRECTOR OF BENEFITS AND COMPENSATION REVIEWS THE OFFERED SALARY PRIOR TO THE OFFER BEING MADE TO MAKE SURE THAT THERE AREN'T ANY INTERNAL EQUITY ISSUES, THAT IT IS WITHIN THE SALARY RANGE FOR THE GRADE OF THE POSITION, AND THAT IT IS FAIR COMPENSATION FOR THE CANDIDATE.
- NEW HIRE FORM IS PREPARED FOR ALL AUTHORIZED SIGNATURES.
- CANDIDATE IS CALLED TO OBTAIN FURTHER INFORMATION SS# AND DOB FOR THE BACKGROUND CHECKS. STANDARD TURNAROUND TIME IS 72 HOURS.
- OFFER LETTER IS THEN PREPARED AND SENT IN A PDF FORMAT TO THE CANDIDATE VIA EMAIL REQUESTING THEIR SIGNATURE.

TRY TO FIND OUT THEIR INITIAL REACTION TO THE OFFER SO THAT YOU CAN BE PREPARED FOR A COUNTER OFFER IF NEEDED.