



RECRUITMENT & SELECTION BEST PRACTICES

Help ensure you're making the best hire & attracting the best talent!

- The agency you're working with has already screened a large pool of applicants and sent you the top 3-5 candidates out of the applicant pool based on your requirements and corporate culture.
- Initiate interviews with all or most of these top candidates and have them meet with a Manager as well as a team member if you can, this will help insure fit with the team.
- Putting one person at a time through the entire interview process significantly increases the overall time put into the recruitment process. It also decreases your ability to pick the best candidate. Interviewing efficiently will save money and time, letting you make decisions and get back to your day quicker. The longer a position is open the more it's costing your organization.
- Interviewing one person at a time also takes away some of the companies control over the process; if the candidate that the company is set on backs out they have to start over from the beginning instead of having a second choice who has already gone through the process and can quickly be extended an offer.
- Throughout the interview process ask technical questions along with questions that will provide insight into the candidates past successes and how that will translate to your environment. A candidate's ability to share examples of success is what separates the top 20% most productive employees.
- Keep in mind that not everyone is an excellent interviewer, it's an acquired skill, and they still may be a good fit for the role.
- Staying professional and on track as the interviewer is a reflection of your organization and how it operates so be timely, organized and courteous.
- Be aware of common hiring biases so you can avoid them. Ie: similar-to-me and halo effect bias.
- Giving prompt and honest feedback is vital in maintaining the candidates' interest as well as helping them to continue to grow and develop in their interviewing skills. Even if you're not moving ahead with them they will appreciate the feedback and recommend your organization to others.
- Once you've met with the top candidates making a decision based not only on qualifications but also fit with the team and long term potential will help ensure you are making the best hiring decision and are bringing on someone who will be with you for the long-term increasing your ROI.
- Making a decision and extending an offer quickly. You want to keep up the momentum and excitement on both sides and don't want to risk losing your candidate to a competitor.