

RECRUITMENT/SELECTION PROCESS

The following are key steps in finding and selecting the right person for your organization. Each is important to identify the best candidate or to eliminate legal exposure.

Job Analysis—Determine the essential tasks, priorities, skills, and background needed for success in specific positions.

Job Description—Develop/modify the job description so you can identify the person(s) who are the best fit for the position. This can also be used to improve your performance management and feedback process.

Developing a Recruitment Strategy—What options and resources should you use to find people who have the right combination of skill, experience, and personality style for the position? How can you surface more, higher quality candidates: Should you use the internet, talk with current employees, schedule an open house or list the job with schools and trade associations? A well thought out recruitment strategy will make the process more efficient and effective.

Interview Process—Have a plan to insure you...

- Maintain confidentiality;
- Determine the right people to interview;
- Set up the interviews to make the candidates feel comfortable and that you get all the correct information;
- Develop and use interview questions that are legal and assess the skills, knowledge and background required for success in the position;
- Have a selection process that will not be challenged based on legal issues;
- Have an objective, second opinion.

Selection Process—Unfortunately, 30 to 50% of resumes contain inaccurate information. It is critical to determine that you are making hiring decisions based on the correct data.

Employers need to:

- Screen for capability and behavioral or suitability fit (Ever have a job that required a methodical person, but you hired someone who was spontaneous and hated to do routine work that required a high degree of accuracy? Ever have a salesperson that did not seem to close new business? If either of these sound familiar, you may need to screen for behavior fit.)
- Do appropriate background checks (We recommend and represent PeopleWise[®], a division of LexisNexis for background checks that are compliant, reliable, and quick).
- Have a management/leadership skill assessment if relevant to the position
- Conduct thorough reference checks—Have trouble getting more than title and dates of employment? It is difficult to make your decision based on that alone.
- Document information appropriately
- Know when/how to do medical exams that are legally compliant

Getting the Person Started—Wonder why new employees don't seem to get up to speed or do as well as you expected? If so, maybe you need to review/target the following processes for improvement.

- New employee orientation;
- On-Boarding processes;
- Performance Management/Feedback systems and skills;
- Job Aids

Competitive Edge Human Resources provides support in each of these areas. We will partner with you to choose the right mix of support based upon your need for confidentiality, time available, internal staffing resources, and budget. Contact us to discuss how we can help improve your organization's success.