



Recruiting & Interview Process Review

So why are we doing this?



- The candidate experience is everything in the war for talent
- Hiring quickly is critical
- A good recruiting process will attract the right people
- A smooth process sets the foundation of the employee's experience
- Hiring managers are busy!
- Can cut the time involved for all
- Puts forth a positive employment brand- how we are perceived in the market



To Ponder...



“You’re not just recruiting employees, but are sowing the seeds of your reputation.”

Goals



- Clear understanding of roles & responsibilities.
- A great leader experience to take the pain out of hiring
- An outstanding candidate experience so candidates want to work here
- Great tools that get the job done
- Hire faster and smarter
- Warm and organized welcome for new employees
- Ensuring we are all on the same page to cut confusion



Roles & Responsibilities



- Recruiting is a team effort
 - Hiring Manager
 - Recruiter/Human Resources
- Who do I work with?
 - Kathy McAndrews recruits for corporate and leadership roles
 - Local HR team recruits for hourly and some local exempt roles
 - Ultimately- the entire HR team works together for a successful hiring manager and candidate experience
- Who does what?
 - Let's review the workflows

Interview Practice & Guide

- **Planning ahead is essential**
- Hiring manager invites those interviewing to do so via email, etc.
- Articulates what he/she is looking for from each interviewer
- Strategize on who asks what questions
- Complete evaluation form as you debrief from the interview
- Participate in calibration call to select best candidate

- Let's review the materials...



The Case for Organized Onboarding

- 25% of new hires leave their company within the first 12 months.
- The average onboarding time to performance is 6-12 months for new hires.
- The cost of losing a new employee within the first 12 month equals 2 years of salary.
- The average tenure for younger workers is below 2 years so you need to get your new hires up to speed faster than before.
- Companies with structured and standardized onboarding processes experience 54% higher productivity from their newly employed team members and twice as high level of engagement

Source:

<https://www.forbes.com/sites/brucerogers/2019/01/25/is-onboarding-the-new-hr-secret-for-company-success/#40caa32b1484>

Onboarding



- Larger formalized plan in the works, but until then, here is an example checklist to assist you that will be provided anytime you are hiring...

Organize and Prepare Workspace



- Submit a help desk ticket (attached)
- Ensure workspace is clean
- Follow up with IT to verify equipment is set up and ready for use
- Provide basic office/desk supplies
- Notify Patty Dern (cc'd) of desk location so she can prepare name plate
- If appropriate* – complete business card form (attached) and send to Chris Vogenitz (cc'd)

Prepare for employees first day/week



- Contact employee prior to their start date to welcome them and provide details of what to expect their first day
- Prepare an announcement (samples attached) and send to HR/Kim Smith(cc'd) for review before sending company wide
- Prepare an onboarding activity plan (sample attached)
- Set up meetings with critical people and schedule important activities/events to their calendar
- Schedule a lunch out for the employee's first day
- Assign an onboarding buddy who can offer ongoing support, knowledge and help them navigate the SP culture

First day Reminders



- ✓ Please greet your new hire - stop into their orientation and welcome them to the team
An enthusiastic welcome from you makes a tremendous impact!
- ✓ Introduce your new hire to their team in person
- ✓ If HR has not already done so, give them a tour of the facility
- ✓ Most importantly, try not to overwhelm them with too much information 😊

Next Steps

- Understand the roles & responsibilities
- Get familiar with our interview guide and practices
- Partner with Kathy and the other members of the HR team
- Stay tuned for more updates on the new onboarding program coming soon!
- It's a team effort and we all win with great tools and great processes!



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