

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



TEIFE BE SO HARD

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

SP

- 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

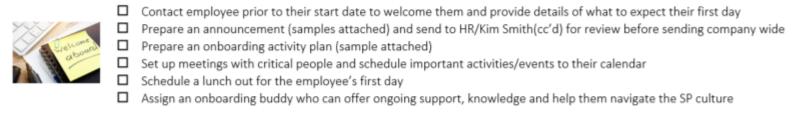


Larger formalized plan in the works, but until then, here is an example checklist to assist you that will be provided anytime you are hiring...

Organize and Prepare Workspace



Prepare for employees first day/week



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!



To Ponder...



"You're not just recruiting employees, but are sowing the seeds of your reputation."