

HOW TO ATTRACT, HIRE & ONBOARD TOP TALENT

To make your hiring practices as fair and objective as possible, use the same process every time.





STEP 1: CREATE YOUR JOB LISTING

Tip: Ensure the application isn't too complicated or lengthy

- 1 Clearly outline required qualifications
- 2 Describe expectation, duties and responsibilities
- 3 List types of compensation and a salary range
- 4 Explain the role's impact in the company

STEP 2: POST THE JOB

-  Offer a streamlined application process
-  Make sure your candidate has the skills required (i.e. screener questions or skills assessments)





To make your review process more inclusive:

- Consider transferable skills
- Non-traditional education
- Diverse backgrounds

STEP 4: CONDUCT INTERVIEWS




Tip: The number of interviews should correspond to the seniority of the role

-  **Screening call** - reach out to potential new hires whose skill set catch your eye
-  **Offer in-person meeting or video interview** - if the candidate is still interested, conduct an in-person meeting or interview to learn more about them.
Tip: Consider offering virtual interviews for a broader reach



- 1 **Ask the same set of questions**
- 2 **Take detailed notes** - Remain objective when comparing candidates and reduce unconscious bias
- 3 **Ask open ended questions** - Asses skills to get a sense of other intangible traits (empathy, self awareness)
- 4 **Dig into their career goals** - Is their motivation and engagement in alignment with company's goals and career growth opportunities
- 5 **Discuss salary expectations**
- 6 **Run a background check and contact references** - Ask questions about the candidate's performance, impact and work in previous role

STEP 5: MAKE THE JOB OFFER

-  **Don't Delay** - Once you've made a decision, you don't want to miss out on a great hire, so call your top candidate to extend an offer
-  **Be Prepared** - If the candidate counters your offer, consider if you have room in your salary budget OR can offer a signing bonus or additional benefits. If not, be prepared with another qualified candidate or continue the process
-  **Send the Offer Letter** - Include the main details of the role and offer for signature

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