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#### **Employee Recruitment Basics**

**Recruitment** isn't just about filling vacant positions; it's about finding the right people who fit into your company's culture and can contribute positively. Key factors include:

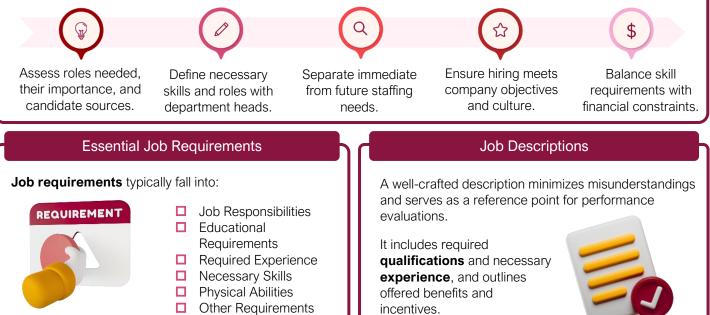
- Matching candidates with corporate values.
- Identifying essential technical and soft skills.
- Balancing contribution capacity and growth potential.
- Sensuring new hires fit well with existing teams.



**86% of recruiters** and **62% of employers** say the job market is candidate-driven, highlighting candidates' significant influence on hiring.

#### Analyzing Hiring Needs

One of the first steps in the employee recruitment process is analyzing hiring needs. You need to know what you're looking for, why you're looking for it, and where you're likely to find it.



#### Source Candidates

Sourcing candidates is a crucial step in recruitment, involving identifying and attracting potential hires to fill open positions effectively. This includes strategies such as:

#### **Online Job Advertising**

This provides convenience, wide reach, and efficient sorting. Enhance your ad with:

- Use clear and concise job titles.
- Provide clear and brief descriptions.
- Direct candidates on how to apply.

#### **Social Media Recruitment**

- LinkedIn: For specialized B2B roles.
- Facebook: For general, B2C roles.
- Twitter: For real-time engagement jobs.
- Instagram: For creative positions.

#### **Employee Referrals**

Before starting your referral program:

- Define target roles and desired attributes.
- Detail referral incentives and bonuses.
- Ensure all staff know about the referral program.

#### Screen and Shortlist

#### **Resume Screening**

When reviewing resumes, it's useful to sort candidates into three categories:



**Yes Category:** Ideal candidates that meets all qualifications.



**No Category:** Applicants lacking criteria, disqualified.



**Maybe Category:** Secondary choices may lack minor qualifications but still viable.

#### Preliminary Interviews

The first step is to choose the best type of preliminary interview that suits your needs.



**Phone Interviews:** Assess communication in brief sessions.



**Video Interviews:** Observe body language, informally.

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**Screening Tests:** Gather quantitative decision-making data.

#### Interviewing and Selection

Interview and selection involve assessing candidates to make informed decisions aligned with organizational needs. This can be achieved through:



#### **In-person Interviews:**

Assess fit and suitability; prepare agenda with company info, role questions, and scenarios.



#### **Behavioral Interviews:**

Evaluate future performance; identify skills, create job-related scenarios.

Decision Making Decision-making focuses on the final stages of the hiring process, where critical decisions are made to select the ideal candidate.

**Review Criteria:** Align with job requirements and culture.

**Shortlist:** Assess the candidate's strengths, and weaknesses.

**Check References:** Confirm history and get feedback. Rank Candidates: Order candidates based on criteria. Consult Team: Include team

members for insights.

#### **Post-selection Process**

The post-selection process is the final stage of the recruitment process, focusing on efficiently onboarding new employees. It includes several strategies such as:

**Negotiating Salary.** This is a crucial step for both employers and candidates to establish fair compensation. For negotiation:



- Research pay and consult HR.
- Start with informed offers and seek mutual agreements.
- Include comprehensive compensation packages.
- Follow fair pay standards and document agreements.

**Craft a Job Offer:** Ensure clarity and comprehensiveness to prevent dissatisfaction. Key components include:

- Base Salary: Specify yearly or hourly pay.
- Bonuses: Detail performance or signing bonuses.
- Benefits: Describe healthcare or retirement plans.
- Work Schedule: Define fulltime, part-time, remote, or hybrid.
- ✓ Job Title: Outline tasks and responsibilities.
- ✓ Start Date: Set the start date.

#### **Onboard New Employees:**

Successfully integrate new hires for a smooth transition into the company.



- Initiate pre-onboarding preparations.
- Ensure a welcoming first day.
- Extend orientation beyond day one.
- Focus on job-specific training.
- Emphasize company culture integration.



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Quid Pro Qu	io Harassment	• Fail	Complete	• Pass	
Hostile Wor	kplace	<ul> <li>Pass</li> </ul>	Complete	• (Pass)	
Protected C	haracteristics	Fail	Complete	• Pass	
Unwelcome	Conduct	Fail	Complete	• Fail	
	Befor	re Trainin	na Aft	er Trainin	a

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