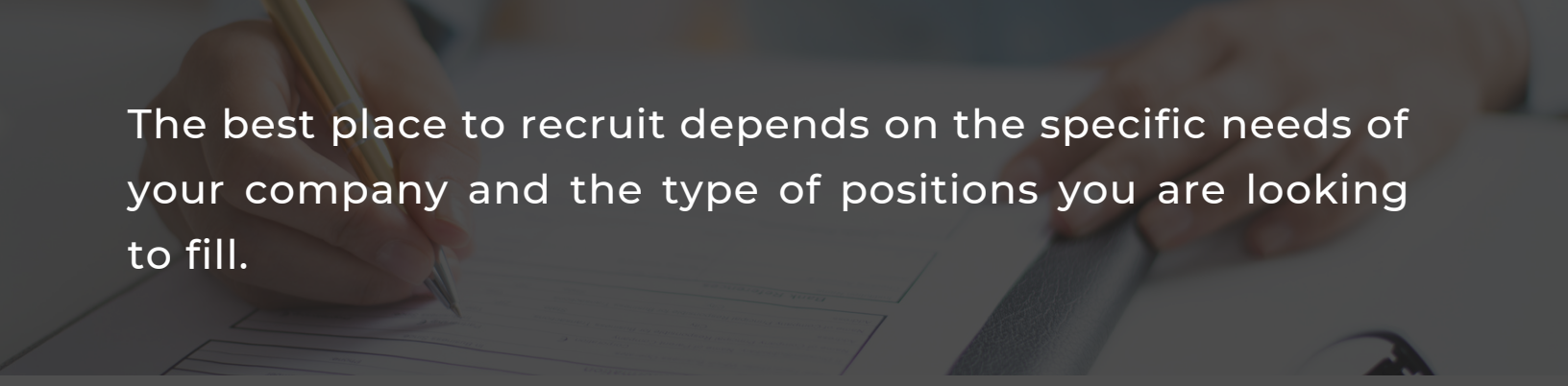


RECRUITING, BEST PRACTICES





The best place to recruit depends on the specific needs of your company and the type of positions you are looking to fill.

RECRUITING BEST PRACTICES KEY TIPS TO KEEP IN MIND:

CLEARLY DEFINE THE POSITION AND ITS REQUIREMENTS BEFORE BEGINNING THE RECRUITING PROCESS.

- Focus and list out the actual day to day duties in the job description to give a realistic picture of the role with as much detail as possible (for example, if training will be provided, travel requirements, physical requirements etc.)
- Conduct surveys with current employees as a useful tool to obtain real-time feedback on job culture, job duties and responsibilities if the position already exists

UTILIZE TARGETED RECRUITING METHODS TO REACH THE RIGHT CANDIDATES. EXAMPLES OF THESE METHODS INCLUDE:

- Research local professional associations, industry newsletters, or industry job boards to advertise the open position
- Tap into advertising channels like universities, colleges, trade schools and other relevant institutions
- Use Boolean searches via advanced search on LinkedIn (you must have a Recruiter seat to do so). Boolean searches use 5 key operations to help you get more targeted search results. The 5 elements are: OR, AND, NOT, " "quotation marks), and () brackets Social media platforms
- Employee referral programs
- Industry specific conferences, trade shows, or networking events

RECRUITING BEST PRACTICES

KEY TIPS TO KEEP IN MIND:

SCREEN CANDIDATES THOROUGHLY, INCLUDING CONDUCTING IN-DEPTH INTERVIEWS AND BACKGROUND CHECKS.
TIPS FOR CONDUCTING CANDIDATE INTERVIEWS:

- Stick to the same phone interview and in-person interview questions for all candidates
- Incorporate different types of interview questions into your script which may include: open-ended, behavioural, or situational questions
- Give the candidate an opportunity to add final comments and to ask questions at the end of the interview
- Provide details on next steps including a potential time frame, who the next interview will be with, and any other requirements
- As an interviewer, be sure to record accurate notes of the candidates' responses and add notes on communication style and attitude.

KEEP THE PROCESS MOVING BY SETTING CLEAR TIMELINES AND COMMUNICATING EFFECTIVELY WITH CANDIDATES.

BE PREPARED TO MAKE A COMPETITIVE OFFER TO ATTRACT TOP TALENT.

- Consider using a compensation data consultancy, or benchmarking tool like PayScale reports for compensation data based on location, industry and market trends





RECRUITING BEST PRACTICES

KEY TIPS TO KEEP IN MIND:

CONSIDER DIVERSITY AND INCLUSION IN YOUR RECRUITING EFFORTS.
DIVERSITY & INCLUSIVITY TIPS WHEN RECRUITING

LinkedIn provides some insights on what employers are doing to promote diversity and inclusion in their organizations.

- Learn about partnering organizations that help employers connect to Indigenous talent such as Indigenous Works in Canada or employment agencies
- Asking employees directly if you are unsure about preferred pronouns
- Tips for normalizing pronoun use in the workplace:
 - Add pronouns to your email signature or LinkedIn profile
 - Introduce yourself with your preferred pronouns first during an interview
 - The most commonly used pronouns include: he/him/his, she/her/her, they/them/theirs
- Conducting an inclusion audit with current employees.
- Some examples of the types of scaled survey questions that can help your organization evaluate inclusion efforts:
 - At [insert company name], people of all backgrounds are accepted for who they are.
 - I feel a sense of belonging at [insert company name].
 - I feel like I'm valued as a person at [insert company name]

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