SIMPLE

Four Hour Recruitment System......

This may be a new way of hiring for your company. Remember this: if you don't change the system or process of hiring that you've been using thus far, then you'll simply get more of what you've already got. Here's a proven recruiting and induction system based on the following principles:

1. Attract a large pool of applicants and you're more likely to get the right person.
2. Implement multiple levels of screening and you'll waste less time in lengthy interviews with under-qualified candidates.
3. Observe a short list of applicants perform the essentials of the position in real time and you're less likely to be surprised on their first day.
4. Assess your short list of applicants to make sure that you're making an appropriate match.

Here's the 4 Hours Format in detail:

1. ## Hour #1: Generate leads for position
   a. Develop job description and/or ad to include:
      i. Roles, responsibilities, tasks, duties
      ii. Skills required
      iii. Hours expected
      iv. Pay range
      v. DISC profile the position
   b. Identify lead sources – choose from …
      i. Look within organisation first
      ii. Post sign in your door/window
      iii. Post ad in local and daily papers
      iv. Post ad in trade/industry publications
      v. Post ad in high schools, colleges and universities
      vi. Post ad in local houses of worship
      vii. Email/mail/fax ad to customer database, vendors, personal/business colleague database
      viii. Utilise a recruiter/headhunter
      ix. Networking - "every conversation is an interview"
      x. Publish ad in your company newsletter
      xi. Retrieve web resumes from web sites
         1. www.monster.com
         2. www.experienceworks.org
      xii. Search web for local cv postings

2. Hour #2: Phone screening of leads
    a. Set up a dedicated voice mail box for phone screening. Options:
        i. www.ureach.com
        ii. www.onebox.com
    b. Complete voice mail script for voice mail box and record
    c. Job description and ad to send leads to dedicated voice mail box message
    d. Listen to responses and call request resumes from good candidates
    e. Qualify candidates by comparing resumes to job description
        i. A – has necessities plus some
        ii. B – has the necessities
        iii. C - missing some necessities
        iv. D - not even close
    f. Develop a short list of candidates
    g. Have the short list of candidates fill out application forms (optional)

3. Hour #3: On-site screening of leads (test drive)
    a. Arrange group or individual on-site screening
    b. DISC profile each candidate
    c. Design on-site screening (test drive)
        i. Identify 3 most important responsibilities/task of position
        ii. "What 3 things are absolutely essential for this person to do well?"
        iii. Have test drive candidates complete 2 to 4 hour trial of top 3 responsibilities/tasks of positions
    d. De-brief on-site screening (test drive) with candidates
    e. Include existing team members in review of candidate performance
    f. Develop short list of candidates (2 to 4)

4. Hour #4: Final interview and hire
    a. Interview short list
    b. Open-ended vs. close ended: "what have you… how have you…"
    c. Develop questions to uncover actual past experience pertaining to skill set and tasks required for position
    d. Use same set of questions for all interviewees
    e. Rate the response of interviewee on each question as 1 through 5, record comments
    f. Rank short list according to preference
    g. Check references on top choice
    h. Complete an HR assessment on top choice
    i. Negotiate salary and make offer
    j. Complete hiring agreement/contract

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