Recruiting & Hiring Overview Guide

Contents

About This Document 1
Overview 2
Open & Advertise a Position 2
Track Applicants & Review Resumes 2
Interview 3
Check References & Hire 3
Importance of a Common Approach 4
Top 5 Things You Need to Know 4

About This Document

owner	HR
access & use	All Staff
what it is	A guide that provides an overview of the key stages and responsibilities of our recruiting and hiring process
who uses it	HR, Managers, and Staff involved in the recruiting and hiring process

PREVIEW

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HR Toolkit™
FOR SMALL BUSINESS

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

HR Toolkit™
FOR HR CONSULTANTS

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

When the posting close date arrives:

- HR links all the applications to a position tracking spreadsheet
- Hiring Manager reviews and rates the applications
- Hiring Manager selects candidates for phone screen interviews.

Interview

After the initial review of resumes and selection of phone screen candidates:

- Hiring Administrator or HR schedule the phone screen interviews
- Hiring Manager creates a phone interview questionnaire, conducts interviews, and selects candidates for Round 1 in-person interviews
- Hiring Manager creates a Round 1 interview questionnaire, conducts interviews, and selects candidates for Round 2 in-person interviews
- Hiring Manager creates a Round 2 interview questionnaire, conducts interviews, and selects the final candidate (if someone suitable has been identified).

Check References & Hire

If a suitable candidate is identified:

- Hiring Manager advises the successful candidate
- Testing is administered by HR (where applicable)
- Hiring Manager obtains references from the candidate and consent to contact them
- Hiring Manager creates a reference check interview form and conducts the reference checks

Assuming there are no unpleasant surprises from the reference checks:

- Hiring Manager schedules a meet and greet with key personnel
- Hiring Manager and HR prepare and present an offer
- HR closes the position

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5. You must notify HR before opening a new position, and especially before commitments are made regarding compensation, benefits, timelines, or other working arrangements. No one can have access to our networks (either on-premises or offsite), or represent the Company without signing the appropriate contractual documents. This includes: contractors, consultants, full- and part-time staff, casual staff, or volunteer staff.

PREVIEW