Hiring Checklist

Navigating the complexities of today's hiring can often feel overwhelming. At LHH, we're committed to simplifying your recruitment efforts and bringing you exceptional talent. We have an extensive database of vetted candidates and comprehensive talent services for temporary, contract, contract-to-hire, and direct-hire roles.

Here's a hiring process checklist to help kick off your recruitment strategies:

Talent Search

Clearly defining roles and diversifying your sourcing strategies to capture the best candidates is key.

Questions to consider:

- Have you clearly defined the role and its requirements?

- Do you know where your ideal candidates are likely to be found?

- Is the job description and listing verbiage reflective of your company culture and team environment?

- Have you clearly identified a timeline for hiring?

Talent Search Checklist:

- Job description and role requirements finalized.

- Recruitment channels identified (e.g., job boards, social media, recruiting agencies).

- Strategy for promoting diversity in the applicant pool in place.

- Engagement with passive candidates through networking and social platforms initiated.

- Internal circulation of the position to identify any in-house talent in your pipeline ready for a career move.

- Employee referral program developed to leverage existing talent networks.

Application & Screening

Streamline your application process and implement robust screening criteria to efficiently identify top contenders.

Questions to consider:

- Is your application process straightforward and accessible?

- Do you have criteria set for screening candidates to ensure consistency?

- Have you identified what job requirements are nice to have and what are deal-breakers?

Application & Screening Checklist:

- Online application options tested and user-friendly.

- Screening criteria based on job requirements established.

- Applicant tracking system (ATS) or database for organizing applications implemented. Initial resume and cover letter screening process defined.

- Automate email responses for application receipt and status updates.

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Interviewing

Elevate your interviewing technique with structured questions and trained interviewers to assess candidate fit accurately and fairly.

Questions to consider:

• Have you trained interviewers on effective and legal interviewing techniques?

• Do you have a set of standardized questions that align with the job's requirements?

• How will you ensure an expedient and unbiased interview process?

Interviewing Checklist:

• Interviewers briefed on interview process and questions.

• Interview questions prepared and reviewed for bias. Interview format decided (e.g., virtual, in-person, panel).

• Behavioral and situational questions included to assess skills and fit.

• Feedback collection method from interviewers standardized for consistency.

Candidate Selection

Utilize a systematic approach for candidate evaluation and selection to ensure consistency and objectivity in hiring decisions.

Questions to consider:

• Do you have a scoring system or criteria for evaluating candidates post-interview?

• How will you gather and consolidate feedback from multiple interviewers?

• What is your timeline for making a decision and informing candidates?

Candidate Selection Checklist:

• Evaluation criteria for post-interview assessment established. System for collecting feedback from all interviewers in place.

• Timeline for decision-making and communication to candidates set.

• Background and reference checks protocol defined.

• Offer approval process streamlined with necessary stakeholders.

Compensation Packages

Design competitive compensation packages informed by market research to attract and retain top talent.

Questions to consider:

• Have you researched competitive compensation for the role in your industry and location?

• Do your compensation packages align with the expectations of your target talent pool?

• How will you negotiate compensation?

Compensation Checklist:

• Market research on competitive compensation complete

• Range for salary and benefits established based on role and seniority.

• Strategy for negotiating compensation prepared.

• Flexible benefits options considered to accommodate diverse candidate needs.

• Equity or stock options evaluated for roles in senior management or specialized positions.

Onboarding

Foster a welcoming and informative onboarding experience that sets new hires up for success.

Questions to consider:

- Do you have a structured onboarding plan for new hires?

- How will you ensure new hires feel welcomed and integrated into your team?

- What resources and training will be provided to new employees to set them up for success?

Onboarding Checklist:

- Onboarding schedule and checklist for new hires prepared.

- Welcome kit ready (handbook, access badges, equipment, etc.)

- Training sessions and meet-and-greet with key team members scheduled.

- Access to necessary software and technology setups completed before start date.

- Check-ins scheduled for the first 90 days for smooth acclimatization.

Legal & Compliance

Ensure all employment practices comply with legal, ethical and regulatory standards to mitigate risks.

Questions to consider:

- Have you verified the legal requirements for employment contracts in your location?

- Have you reviewed labor laws and data protection compliance for onboarding?

- Are your employment contracts and policies up-to-date with current legislation?

Legal & Compliance Checklist:

- Employment contracts reviewed by legal for compliance.

- Data protection and privacy policy compliance checked.

- Onboarding documents updated with the latest legal requirements.

- Work authorization and visa requirements verified for international hires.

Process Improvement

Commit to continuous enhancement of your hiring process through feedback and performance metrics to stay ahead in talent acquisition.

Questions to consider:

- Do you have a system for collecting feedback on the hiring process from candidates and new hires?

- How will you use this feedback to improve future hiring processes?

- Are there metrics in place to measure the success of your hiring strategy?

- How will you negotiate compensation?

Process Improvement Checklist:

- Feedback mechanism for candidates and new hires implemented.

- Review and update hiring process based on feedback quarterly.

- Key performance indicators for hiring success defined and tracked.

- Analysis of hiring process efficiency (time-to-hire, cost-per-hire) conducted regularly.

- Employee retention rates monitored to assess effectiveness of hiring and onboarding processes.

Trust LHH to deliver the talent solutions you need to thrive in today's competitive market.

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