

Top Five Recruiting Tips

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Recruitment is a time consuming and often costly process. It is not something you want to make a lot of mistakes at. Plan your recruitment strategy in advance. Plan to recruit on an ongoing basis so that you always have a pool of resources to call upon when you need them. Here are some tips to help you strengthen your recruitment strategy.

1. Be an Employer of Choice – look at your company policies and practices. Would they entice someone to come and work for you? If not, what can you do to improve your employee focused programs? Do you have a reward and recognition program? Do you have flexible hours of work? What wages and benefits do you offer? If YOU were in the job market, would your company be one you would apply to?
2. Hire a Diverse Team – A common mistake people make when hiring is to hire someone just like themselves. Although you are naturally drawn to someone with similar characteristics as yourself, the strength of a team depends on diversity. You need people that complement each other. You need someone with different approaches. They may open the door to new ideas and growth opportunities for your business.
3. Involve Your Current Employees – Ask them for referrals. Ask them to pre screen resumes for you. This saves you time as well as providing them with a diversion from their regular job. Ask them to help you in the interview process. Leave them with the candidate so the candidate can ask them questions they may not feel comfortable asking you. The added benefit to involving your employees is that they will feel responsible for the new employee and will help in the orientation.
4. Consider In house Candidates – maybe you have the skills and knowledge you need right under your nose. Allow existing employees the opportunity to grow. This will have positive impacts on your company's morale.
5. Recruit All the Time – Recruiting has to be an on going process. Always be on the look out for the person who is that “right fit”. Involve yourself in college or other career fairs. Offer a co op placement to a high school or college student. Get involved with community or professional events. The bigger your pool of resources, the more likely it is that you will find the perfect candidate.

Try these ideas. Incorporate them into your recruitment strategy. They will become instrumental in helping your organization grow and succeed.