



## *HIRING PROCESS OVERVIEW*

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### **PHASE 1: PRE-INTERVIEW**

- Create CSE (Characteristics, Skills and Experience) & RRE (Roles, Responsibilities and Expectations) for the position
- Compile a benefits summary for position
- Advertise the position
  - Online
  - Newspapers
  - Linked In
  - College/Universities/Technical Schools
  - Centers of influence (key contacts)
  - Local Business Networks
  - Clients and vendors
- Assemble potential candidate resumes
- Create hiring timeline

### **PHASE 2: CANDIDATE INTERVIEW**

- Select candidates to interview
- Pre-screen via telephone interview, group interview or electronic response interview process
- Schedule and coordinate 1:1 interviews

### **PHASE 3: CANDIDATE SELECTION**

- Select final candidate(s) based on interview results
- Distribute DiSC Profile/Administer Change Ready Profile to viable candidates
- Review resume, interview questions and Profiles for each candidate
- Select best candidate based on recommendations from interviewer
- Complete reference, credit and skills checks

### **PHASE 4: HIRING**

- Create offer letter and compensation overview
- Negotiate salary
- Offer and acceptance
- Determine start date

### **PHASE 5: PRE-ARRIVAL**

- Inform team about new team member, position, and start date
- Complete pre-arrival tasks and distribute to responsible team members
- Prepare team reference manual
- Schedule orientation training
- Prepare orientation training manual
- Update internal documents with new team member information

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PEOPLE \* PROCESS \* PRODUCTIVITY \* PROFIT