PROCESS FOR RECRUITING

Planning: 4:30pm on the previous day

- ☐ Define the specific position you will be recruiting for
- ☐ Get a Job Description and 18pt Job Order form from AE
- ☐ Fully understand the position, company and compensation
- ☐ Fully understand potential titles and key words to look for
- ☐ Create a Rollup List in PCR
- ☐ Do PCR internal database search
    a. Candidates
    b. Companies to pull from
- ☐ Do external database search- Monster, CareerBuilder, HotJobs, ZoomInfo
    a. Candidates
    b. Companies to pull from
- ☐ Do Networking site search- LinkedIn, association websites, wink.com, etc.
    a. Candidates
- ☐ Write a very compelling recruiting script (great intro, benefits, sell, close)
- ☐ Write a very compelling recruiting e-mail
- ☐ Write a very compelling recruiting voicemail message
- ☐ Have the profile of a job written to e-mail to a candidate
- ☐ Create email roll-up and send email out to COI (Circle of Influence) in market

Recruiting Calls: 9:00am-noon, 1:00pm-4:00pm

- ☐ Pull up Rollup List in PCR
- ☐ Start with the candidates that are the closest match
- ☐ Goal of at least 10 presentations, 3 CDS's and 2 QC's per day.
- ☐ Goal of each recruiting call is:
    - ☐ Get referrals first
    - ☐ Get their interest second
    - ☐ Get information about them, their company and their industry third
    - ☐ Get an idea of their next dream job before the call ends
- ☐ When candidates show interest, fill out a CDS Short Form
- ☐ Input into PCR
- ☐ Get a resume sent to you and schedule a follow-up call for CDS Long Form
- ☐ Input resume into PCR once it's received
- ☐ Set expectations with the candidate on how the relationship will work

- ☐ Address the issues of a counter offer
- ☐ If the candidate is a direct fit, fill out a Highlight Sheet and send it to the AE (send the Highlight Sheet, CDS and resume)
- ☐ Have the candidate change the resume if necessary

Taking the Candidate Through the Hiring Process:

- ☐ Prep the candidate with the AE before each interview
- ☐ Debrief the candidate with the AE after each interview
- ☐ Address the issues of a counter offer with the candidate
- ☐ Get the ability to accept an offer on the candidate's behalf
- ☐ Requalify the candidate at each step in the process

Copyright © 2010 Jon Bartos.