

Recruiting Tips for a Rebounding Economy

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State of the Economy Today

- n In California, December 2010 unemployment was 12.5%, second only to NV with +14% (January stats become available in March);
- n While reports of a “rebounding economy” are still mixed, the fact that so many companies are hiring is an indication that things are turning around and
- n Hiring managers/employers are in the driver’s seat with an abundance of candidates who can do AND have done job before.

Identify Needs of the Job

- n Is the need temporary or full time?
- n Make sure the job description is accurate and clearly reflects the needs of the position.
- n Check the salary ranges.

Advertising for the Position

- n Make sure jobs are posted to reputable sites and
- n Post jobs to industry specific sites when necessary.

Resumes

- n Set some immediate disqualifiers (i.e., don't consider candidates asking for more money than allotted in the budget, don't consider candidates who live 100 miles away, etc.) ;
- n Don't try to keep up with all the resumes as they are delivered and
- n Let the bulk of the resumes come in for about a week and then set aside a few hours to go through everything.

Conducting Interviews

- n Don't rush the interview process;
- n Conduct a phone interview first to make sure everyone is on the same page regarding salary expectations, job duties, hours, etc.;
- n Have a different purpose for each interview (i.e., pre employment screening during 1st interview, job specific role playing scenarios during 2nd interview, etc.);
- n Never hire someone after just one in-person interview and
- n Involve trusted members of the potential new hire's team in the latter stages of the interview process.

Selecting the Best Candidate

- n Consider the person's strengths and don't just focus on imperfections;
- n Consider more than scores and numbers – personality counts!
- n Select the person who wants the job the most –
 - n Views the job as an opportunity;
 - n Is happy to be there and
 - n Will work hard in the position

Final Tips

- n Don't treat an open position as a *thing* that needs to be handled, but rather a need for a *person* to join, or perhaps be the start of, a new cohesive unit;
- n Update the needs of the position to accurately reflect the company structure in 2011 and not years past. This includes, but is not limited to, reevaluating job descriptions and salary ranges and
- n Don't be afraid to tread lightly and slowly when filling an open or new position.

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n The presentation will be available for download on Monday. You will receive an email with instructions.