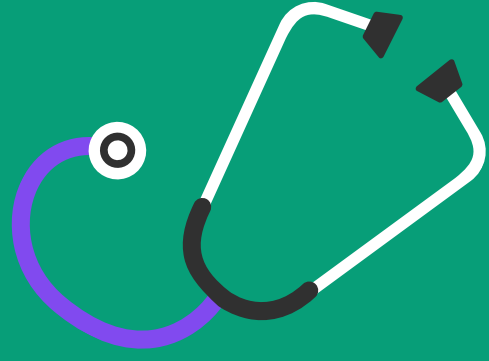
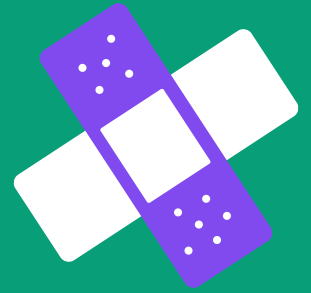


# HIRING PROCESS HEALTH CHECK UP



Has your hiring process had a check-up lately? Use this checklist to assess your talent acquisition fitness. A healthy recruiting process is essential to a thriving organization.

by Advanced RPO



## JOB DESCRIPTIONS

Are your job descriptions current across the organization? Do you have a job description for every role in your company? Job descriptions are the first step in attracting and screening applicants. A well written job description can entice top candidates and weed out those less qualified applicants.

## INTERNAL POSTING

Employee referrals can be a top source of new hires for many companies. How does it rank in yours? See what processes are in place for alerting employees to open positions. Also look for opportunities to encourage employee referrals.

## JOB DISTRIBUTION

There are a lot of channels organizations can use to promote their jobs - social media, job boards, job search engines, peer review sites, to name a few. Do you know which channels your recruiters are using? Do you know which are most effective?

## APPLICATION PROCESS

Recruiters and hiring managers need information to make the right hiring decisions, but a cumbersome application can turn away top candidates. Take a look at your process. Is it mobile friendly? Are you leveraging your Applicant Tracking System (ATS)? Are there redundancies?

## CANDIDATE EXPERIENCE

Candidate experience is a major factor in how talent selects an employer. Is the process timely? Does it represent your employer brand? Are managers trained in interviewing techniques? Do you notify rejected candidates? Each touchpoint can impact on future recruiting efforts.

## OFFER PROCESS

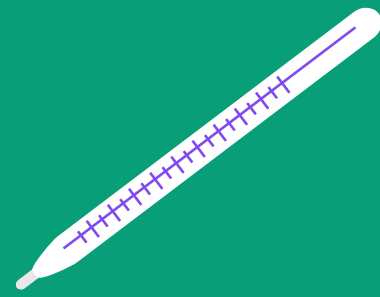
Extending an offer is a big step for both the company and candidate. Is there a standard offer letter? Are employment contracts up-to-date and compliant with current law? How are salary benefits? Is there a protocol in place to help handle negotiations?

## METRICS

Measuring your hiring process outcomes tells you how effective you are and what you can work on. Cost-per-hire and time-to-fill and quality of hire can have major implications on a company's bottom line. Track these to ensure the hiring process is running smoothly.

## EMPLOYEE RETENTION

Employee retention is another important metric for your hiring fitness check up. What is the turnover in your organization? Are you getting the right people in the right roles?



To learn more about how **Advanced RPO** can help you break through in your hiring processes, contact us today.

[www.advancedrpo.com](http://www.advancedrpo.com)