



SLOW HIRING PROCESS?



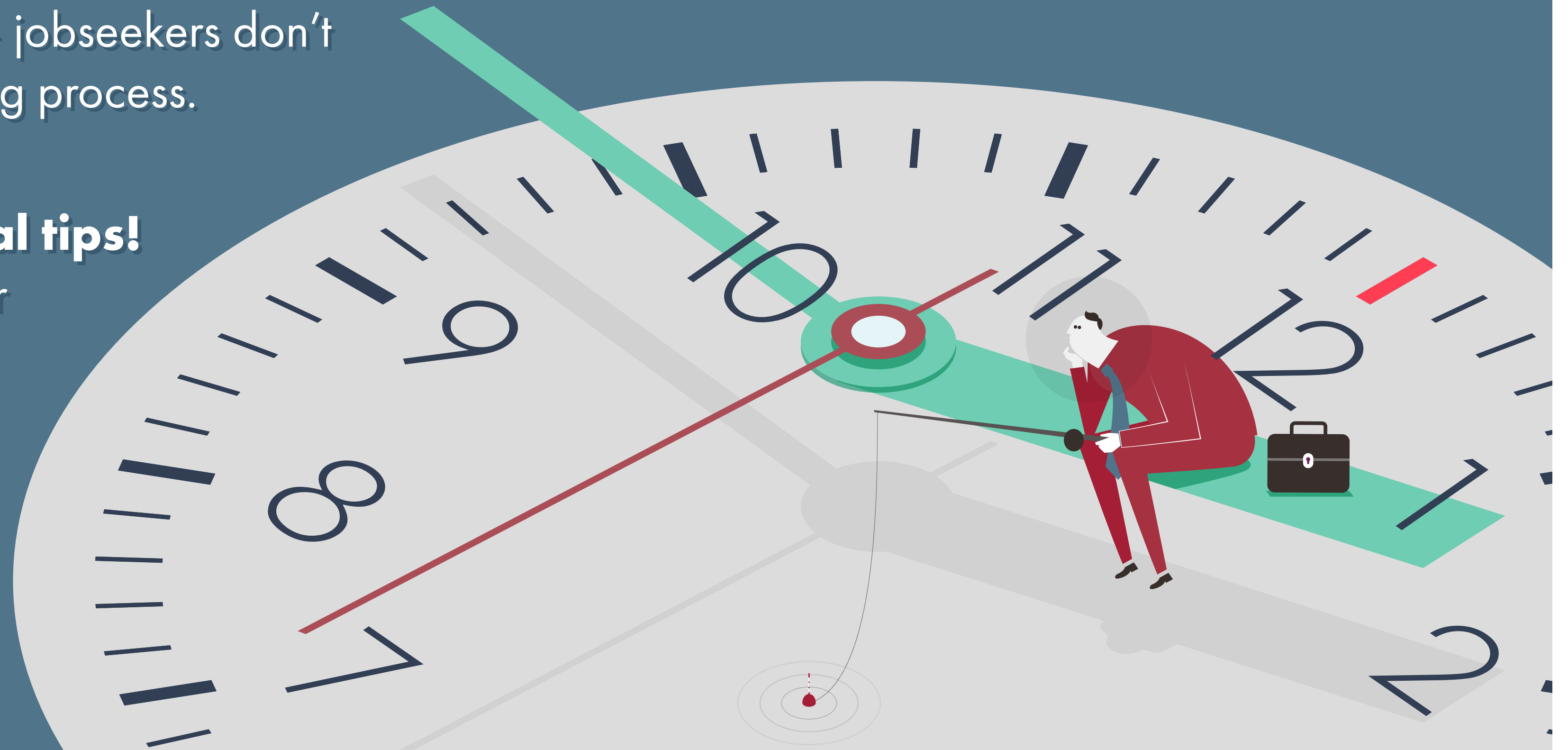
**AN EFFICIENT HIRING PROCESS IS
THE BEST WAY TO SECURE THE BEST CANDIDATE**



ARE YOU FINDING IT CHALLENGING TO HIRE TOP EMPLOYEES?

You may be taking **too long** – jobseekers don't wait around during a slow hiring process.

Take a look at our practical tips!
They'll help you streamline your hiring process and **reduce the time** it takes to hire.



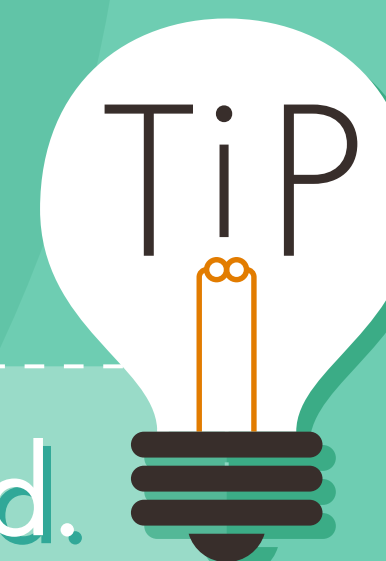


DO YOUR HOMEWORK

Identify all **internal stakeholders** who need to be involved in the hiring process.

Determine if you need a **contract, temporary or permanent hire.**

Try to **minimise the number** of internal stakeholders involved.



SET THE BUDGET

Make sure **the budget is approved** before you start looking for a new hire.
Decide and agree on the salary range with internal stakeholders.



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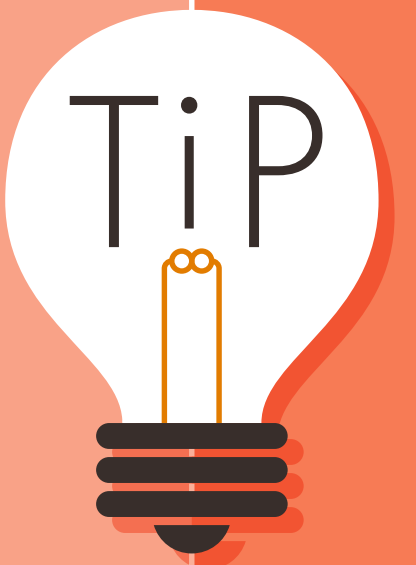


Consult the **Robert Half Salary Guide** to see what the common salary ranges are for similar roles.

THE JOB AD

Define **all** the **job duties** and **required skills**, and agree on them with all internal stakeholders.

Distinguish “**must-have**” and “**nice-to-have**” skills that can be acquired later through **professional development**.



PROMOTE THE JOB AD



JOB
BOARDS



SOCIAL
MEDIA



COMPANY
WEBSITE



EMPLOYEE
REFERRALS



RECRUITERS

REVIEW **RESUMES** AND SHORTLIST **TOP APPLICANTS**

Shortlist resumes while keeping the hiring criteria in mind.

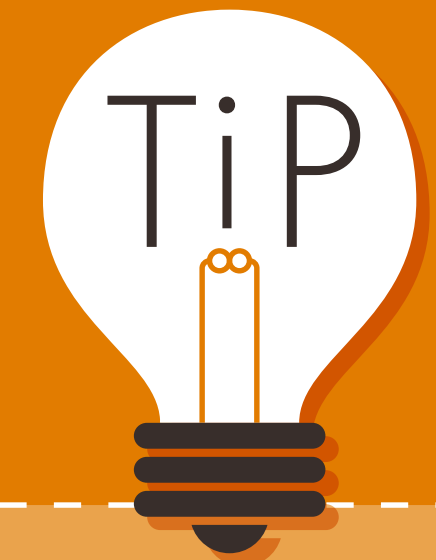
HIRING CHECKLIST

- ✓ Required qualifications/skills?
- ✓ Required experience?
- ✓ Did the candidate apply with this job in mind?



SET A **TIMEFRAME** FOR INTERVIEWS

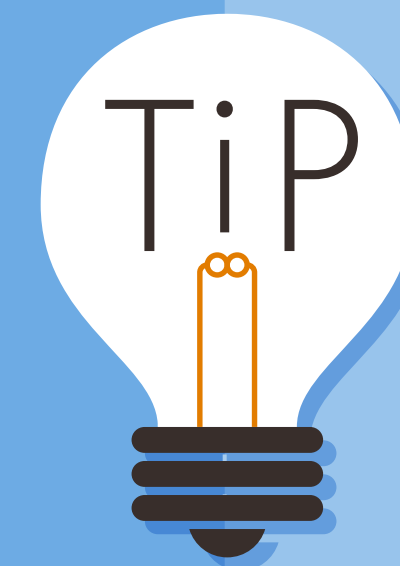
Conduct all in-person interviews the same day/over a couple of days to ensure the candidates stay fresh in your mind.



Consider phone/Skype interviews for the initial job interview before deciding if you want to **invite them for an in-person interview.**

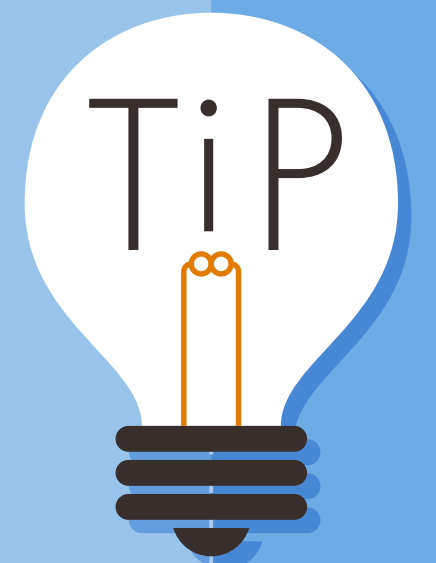
SHORTLIST THE BEST CANDIDATES AND MAKE A **FINAL DECISION**

Assess candidates based on **the hiring criteria and cultural fit**. Do they meet the job requirements? Do they need more training? Will they get along with the team?



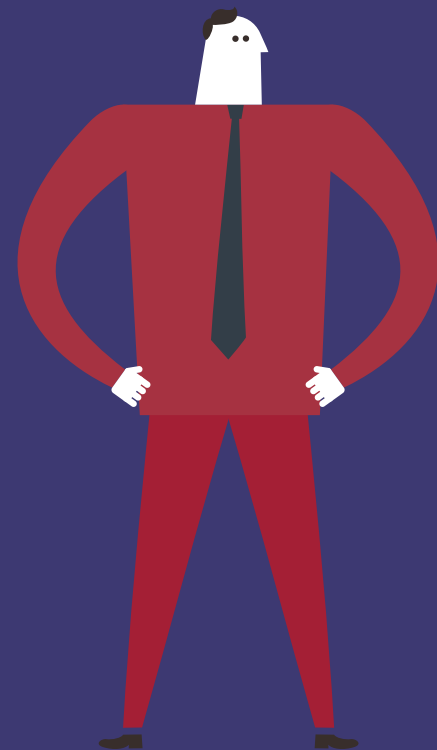
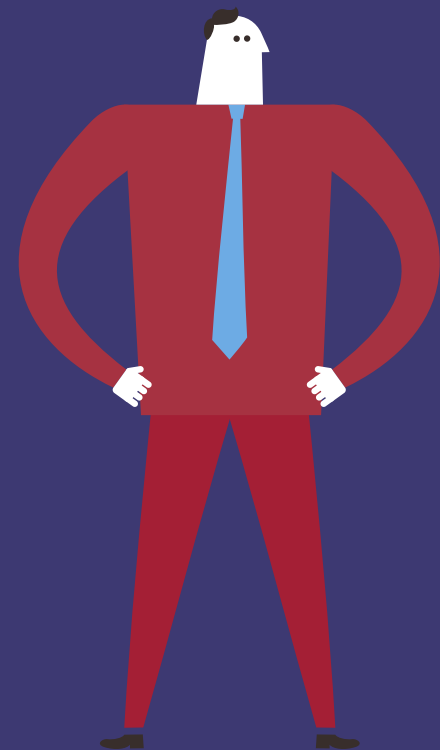
Be objective when evaluating top contenders and make sure all internal stakeholders agree.

Don't delay in checking references
Call at least two of the candidate's referees.

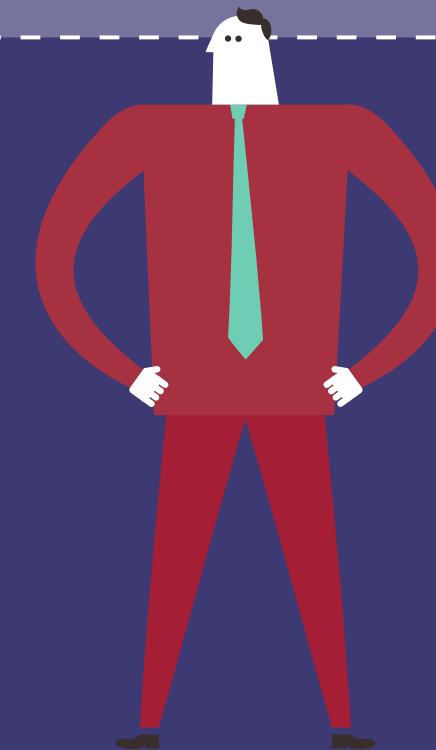
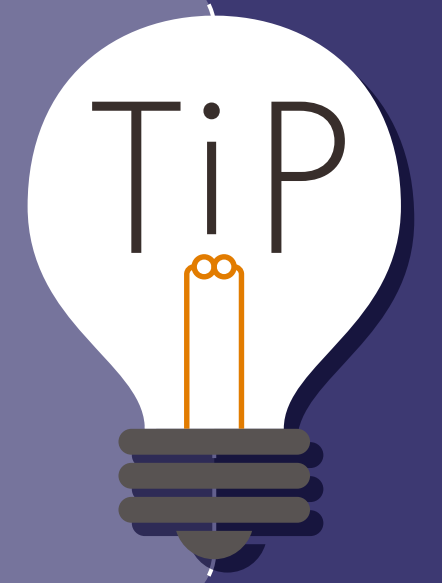


DON'T KEEP TOP CANDIDATES IN THE DARK

Top candidates may lose interest or become disheartened in a **slow hiring process**.



Keep communication lines open! Regularly update shortlisted candidates on their progress in the hiring stage.



MAKE AN OFFER!

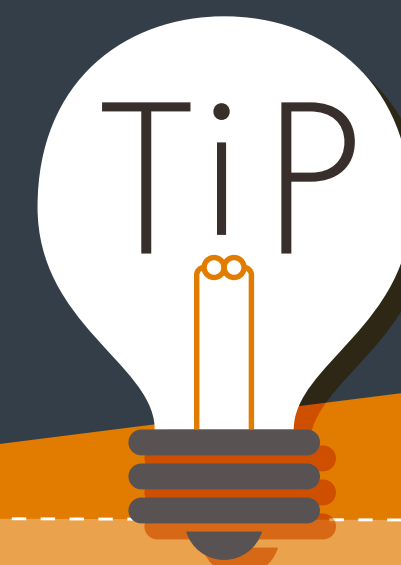
Finalise the contract and employment package, including salary, leave and working arrangements.

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Don't delay! Extend the job offer letter as soon as you've made your choice.

WELCOME TO THE TEAM

Formally welcome your new hire to the team and company,
and **answer any questions** they might have about their new job.



Have a well-developed employee
onboarding plan in place.

IS YOUR HIRING PROCESS **TOO SLOW?**

Don't risk losing your preferred candidate through a **slow hiring process**.

**FIND OUT MORE PRACTICAL
TIPS FOR REDUCING THE
TIME IT TAKES TO HIRE >**

