

Checklist: Recruiting Quality Hires – We Care Foundation Of Newfoundland and Labrador.

This checklist is meant as a list of suggested actions We Care Foundation might take to source and attract quality hires to the organization.

Position-specific:

- Compile a list of success factors for the job. Provide an overview of current and former employees who have achieved success in the role, highlighting common characteristics, skills, and attributes. Match candidates against this profile.
- Determine and articulate why a top performer would want the job. If he or she wouldn't, consider expanding the job and/or responsibilities to better suit such a candidate.
- Create job postings that focus on what needs to be done on the job, versus just a listing of skills and years of experience.
- Make your application process easy to access and complete. Top performers are often passive job seekers who are happy in their current positions and have little time to spend on cumbersome application processes.
- Seek out passive job seekers. A high percentage of quality hires will be successful in their current job and not actively seeking employment. Use employee referral programs, social media networking to source candidates.

Overall Strategy:

- Build relationships with passive candidates gradually. Refrain from hastening or exerting undue pressure on them to proceed swiftly. Talk about their career goals, stay connected, and contact them personally when the right job opportunities come up.
- It is advisable to transition your staffing strategy from a reactive approach of filling vacancies to a proactive one that enables access to a talent pipeline possessing the necessary skills and attributes required for future needs, including replacement positions and potential growth opportunities.
- Establish strong employee referral programs.
- Leverage campus recruiting and university networks.
- Highlight employee desire to work for the company using social media, testimonials, and videos.
- Develop an informative online careers page for potential applicants. Include information on company values, culture, products, services, and benefits. Consider building an online talent community.