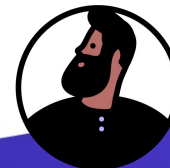


ContactOut 



Setting Up the Hiring Process

The Definitive Guide



Curated by [ContactOut](#). Follow us for more recruiting tips on [LinkedIn](#) and [YouTube](#).
We plan to update this resource regularly. Share your feedback or suggestion [here!](#)

Introduction



What is this lesson about?

We're diving deep into the nitty-gritty of setting up a stellar hiring process. From defining your goals to sealing the deal with the perfect candidate, we've got you covered!



What will you learn at the end of this guide

By the end, you'll be equipped to:

- Define clear, actionable hiring goals
- Collaborate effectively with all stakeholders
- Craft an authentic and compelling job description
- Master the art of advertising and recruiting.
- Review applications with a keen eye.

... and so much more, all the way to making that final job offer!



Why is it important?

Hiring isn't just about filling a seat. It's about finding the right fit, ensuring a seamless candidate experience, and building a team that drives your company forward. Getting the process right means setting up your team, and your company, for success.

Here's the step-by-step on how to do it:

Step 1

Set your Hiring Goal

Every journey starts with a destination in mind. In recruitment, this means understanding the exact role and skills you're looking for.

Action Step

Define the role in detail. For instance, instead of just "software engineer," specify "a software engineer with 3+ years of experience in Python and a track record of optimizing mobile app performance."

Step 2

Identify Stakeholders

Hiring is a collaborative effort. It's not just HR's job; it involves managers, team leads, and sometimes even team members.

Action Step

Create a list of everyone who'll be part of the hiring process. Schedule a kickoff meeting to align everyone's expectations and responsibilities.

Step 3

Write a Job Description

This is your billboard. It's how you communicate the role, responsibilities, and perks to potential candidates.

Action Step

Draft a clear, engaging job description. Include role responsibilities, required skills, and any perks or benefits. Make it resonate with your company culture.

Here's the step-by-step on how to do it:

Step 4

Advertise and Recruit

Time to get the word out!

Action Step

Post the job description on various platforms — job boards, LinkedIn, your company website, and even consider employee referrals. Diversify to maximize reach.

Step 5

Review Applications

The applications are pouring in. Time to sift through.

Action Step

Create a checklist of must-have skills and nice-to-have skills. Review applications against this checklist, ensuring you give each one a fair shot.

Step 6

Conduct a Phone Screen

Before diving into in-depth interviews, a preliminary chat can save everyone time.

Action Step

Prepare a list of questions that gauge the candidate's interest, basic qualifications, and cultural fit. Keep it conversational.

Here's the step-by-step on how to do it:

Step 7

Assess Skills

You need proof of their prowess.

Action Step

Depending on the role, design relevant tests or tasks. For a designer, it might be a design challenge. For a marketer, perhaps a campaign pitch.

Step 8

Conduct On-site Interviews

The real deal. This is where you get to know the candidate beyond the resume.

Action Step

Plan a structured interview process. This could involve multiple rounds, including technical interviews, cultural fit assessments, and discussions with senior leadership.

Step 9

Make a Decision

After all the assessments and discussions, it's decision time.

Action Step

Gather all interviewers for feedback. Discuss and weigh the pros and cons of each candidate. Aim for a consensus.

Here's the step-by-step on how to do it:

Step 10



Background and Reference Check

Just to cross the Ts and dot the Is.

Action Step

Contact the provided references and, if necessary, conduct a background check to verify the candidate's history.

Step 11

Make a Job Offer and Negotiate

The final stretch. Time to make it official.

Action Step

Draft a compelling offer letter. If the candidate negotiates, be prepared to discuss and find a middle ground that works for both parties.

Next Steps

Onboarding

Once the candidate accepts the offer, ensure a smooth transition into the company. This includes orientation, training, and introductions to key team members.

Feedback Loop

After the hiring process, gather feedback from the new hire about their experience. This can provide valuable insights for refining future hiring processes.

Continuous Learning

The world of recruitment is ever-evolving. Stay updated with the latest trends, tools, and best practices in hiring. Consider attending workshops, webinars, or recruitment training sessions.

Relationship Building

Even after the hiring process, maintain a relationship with the candidate. Regular check-ins, especially during the initial months, can ensure they're settling in well and are aligned with company goals.



Here's an example of it

Let's say you're hiring for a "Digital Marketing Specialist" for your startup. Your goal is to boost online sales by 20% in the next quarter.

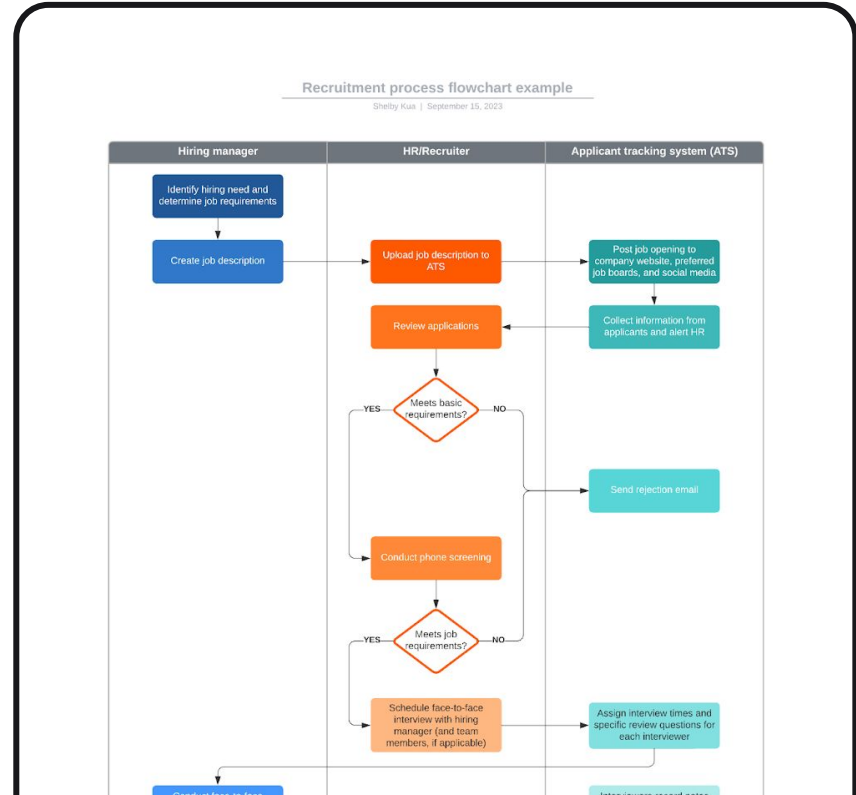
1. After collaborating with the sales and tech teams, you draft a detailed job description highlighting skills in SEO, PPC, and content marketing.
2. You post the job on LinkedIn, Indeed, and even get a couple of referrals from your team.
3. Among the applications, Mia's resume stands out.
4. After a positive phone screen, you give her a task: draft a mini digital marketing strategy for a new product. She nails it.
5. The on-site interview further confirms her fit, both technically and culturally. Feedback from the interview panel is overwhelmingly positive.
6. A quick chat with her references solidifies your decision, and after a bit of negotiation on the starting date, Mia is set to join your team!

Downloadable Template

Recruitment Process Flowchart

Here's a Recruitment Process Flowchart from Lucidchart for you to visualize the process

Downloadable template on the next page



Further Resources

 **How to Build a Recruitment Process:** Comes with a downloadable template

 **Hiring Process Steps: Hiring Success Glossary**

 **How to Build a Best-In-Class Hiring Process**