benchmarkIT
TECHNOLOGY TALENT

RECRUITMENT CHECKLIST

☐ **1. Kickoff: Define the position and process**

- **Kickoff:** Set meeting or call with hiring manager and all internal and external stakeholders to fully understand the job and types of candidates desired.

☐ **2. Update Job Description and Job Ads**

- **Job Description:** Create or update description and ads, including remote work, safety, and benefits changes due to coronavirus. Incorporate your employer branding, including style and voice.

- **"WIIFM?":** "What's in it for me?" Be very clear with candidates so your ad will stand out in the clutter of thousands of IT employment posts.

☐ **3. Source candidates**

Ensure you have a dedicated internal talent acquisition team or agency partner with the experience and time to focus on the IT position.

- **Source Passive Candidates:** Ads are not enough. Have a defined plan to source and engage passive candidates who are not looking at job ads.

- **Reach Out to Previous Applicants:** Remember that #2 candidate, or the one who previously turned down the job?

- **Use your employee referral program:** Tap into your existing workers' networks. Make sure you have a robust incentive and process program in place if you want it to succeed.

☐ **4. Screening and interviewing candidates**

The tech market is still hot, and top talent won't wait around to hear back from you. Most hiring breaks down because of delays in the interview processes and incomplete communication between the hiring manager and recruiting partners. Follow these tips:

- **Candidate Portal software:** Some applicant tracking systems have this built-in, and some recruiting partners (including Benchmark IT) can set up a portal for their clients. This keeps all candidates organized in one place online and avoids lost emails and delays.

- **Online Application:** Have a quick online application process that does not deter candidates.

- **Video Interview Tip Sheet:** Distribute helpful video guidelines and tips to internal managers and candidates to prepare for the best experience possible.

- **Standardize Interview Questions:** The nature of video interviews makes it difficult for both parties. Standardizing interview question enables you to compare apples to apples in the decision process, especially if various team members will be interviewing.

- **Schedule Feedback Session:** Verbal, prompt, and constructive feedback is KEY to filling a position quickly with a minimum of interviews. Schedule a feedback session with your TA/Recruiting team for the same or next day to promptly collect feedback.

5. Work with candidates throughout the process.

When conducting interviews, the number one rule is to respect the candidate and make sure they have a good experience, even if they aren't right for the role. Here's how to do that.

- **Be organized:** Interviews are as much about the candidate interviewing you and deciding if they want to work for your company, as it is about you choosing whether they are right for the role. You need to make a good impression.

- **Ghosting Not Allowed:** Don't interview a candidate and then never speak to them again or wait three months to get back to them. Actively stay engaged with top candidates as your interview process continues. Let them know if you're not ready to make a decision or requirements have changed. If you don't, not only will the top candidates have already taken another role, but they'll also likely tell people to avoid your company.

6. Make an offer

Finally, you've got a winner. Now you have to make them an offer. Don't drag this out. These tips can help you stay organized and get your new hire on board as quickly as possible.

- **Present your complete compensation package:** Including cash and non-cash compensation and benefits. Be clear about your current and post-covid remote work opportunities.

- **Negotiate:** Be prepared for some back and forth before you agree. Leverage the experience of your TA professional or external recruiting partner who has been working most closely with the candidate.

- **Include employee onboarding information:** When making an offer, send some company information, such as the employee handbook, schedule, and company culture. Make sure all information is updated and reflects current company COVID-19 policies and health safeguards.

- **Have a backup:** It might not work out with your first choice, so you need to have someone else in mind for the position. Keep the "next up" candidates apprised during the process. They will respect you for this. If you don't, they'll likely be gone or less interested, and you'll need to start the process all over again.