

8. Onboarding, Background Checks, & Future Opportunities

Your candidate accepted the offer and is ready to join. We haven't passed the finish line yet; the candidate still has a notice period to serve, background checks to be done, and months of probation to get through. Be a part of that process, take this opportunity to solidify the relationship. "It's okay to be nervous"

Timeline

The sooner you get all parties to buy in and have a concrete start date, the quicker the process can wrap up. The candidate still needs to provide his notice, and the client will need to initiate the onboarding process. Do yourself a favour and get this done immediately to avoid any hiccups.

Onboarding:

While the candidate has signed their offer, they have not officially joined. Continue to communicate with the candidate so that they have a smooth onboarding process. (Relay all information to your AM).

The Candidate:

- What was the resignation like? Give me the details.
 - **MAKE SURE YOU COACH THEM ON SAYING THAT THEY DO NOT WANT TO ENTERTAIN A COUNTER OFFER.**
- Have you canceled all of your other interviews?
 - Look back at the pre-offer stage, did they stick to their commitments?
- I will schedule a few touch-base calls with you, to help you mentally prepare.
- Remind the candidate of their motivators; the client is eager to have them on board.
- Are you nervous? Why? Do you have any concerns that I can help you navigate through?

Reference Check:

There are many benefits from being able to do the reference check for the client. How amazing would it be to not only get the contact of an individual in a leadership position but also be introduced to them! Imagine receiving a bad reference and being able to control the process!

- If it's the manager from the candidate's most recent employment...guess what? There's now a vacancy on their team, let them know your capability of sourcing top talent and help them with their hiring strategy.
- References from the past can become future candidates or clients.
- What if the reference wasn't great? You could then let the candidate know and have them provide another.

Future Opportunity:

The candidate has started their first day of work, so take this opportunity to reinforce your relationship.

- Set recurring reminders in your Lark calendar...weekly/monthly. Touchbase and see how both the candidate and client are doing.
 - Do not be caught off guard; control the process!
- What are your plans for the next 6 months; what hiring strategies does your team have in place for the near future? Please give me the inside details :)
- Stay close to the candidate as well; they can provide inside information that your client may not want to share.
 - Have them share any concerns; most candidates are timid and won't share with their manager, but they have a relationship with you, so get them to open up!
- You've worked together to help find them their dream job. Let them know you want to help their colleagues, friends, family, etc... Ask for referrals; be BOLD!
 - Let them know you'll continue sharing new roles for them to share with their network.

APN: - never stop updating your notes!

Best Practice:

- Continue to add your follow-up notes to the candidate's profile.

Links to Other Modules

[☰ 0. Prelude: Way of Work - Organization, Best Practice, Top of Mind](#)

[☰ 1. Introduction - Recruiter](#)

[☰ 2. What to Work On - Partnering with an Account Manager](#)

[☰ 3. Sourcing \(Networking\) & Boolean](#)

☰ 3.5. Resume Screening

☰ 4. Candidate Interview vs Talent Meeting, Relationship, Work Smart

☰ 5. Candidate Submission to AM

☰ 6. Interview Scheduling & Interview Prep

☰ 7. Feedback/Debrief - Offer Stage

☰ 8. Onboarding, Background Checks, & Future Opportunities