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Hiring Process

Techno Functional Soft Skills

What you will learn

At the core of the lesson

You will learn how to do the following:
- Describe how the hiring process works.
- Describe who is involved in a hiring process.
- Describe what you can expect as a new hire.
- Explain how to manage the first weeks at your new job.

Key terms

- Hiring process
- Recruiter
- Hiring manager
- Operational manager
- Phone interview
- Technical assessment

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You will see the following key terms in this module:

- Hiring process – Is the process of reviewing applications, selecting the right candidates to interview, testing candidates, and choosing between candidates to make the hiring decision
- Recruiter – Finds qualified candidates for a job opening and often functions as an intermediary between the employer and the candidate
- Hiring manager – Is the person responsible for finding and interviewing candidates
- Operations manager – Manages various aspects of operations and production within a company
- Technical assessment – Can consist of an interview, an assignment, a presentation or tests, or a combination of these activities

The hiring process: Roles

Different roles

A hiring process usually consists of several activities and involves several people from different departments, such as the following:

- A recruiter
- A hiring manager
- An operational manager
- A project member from an engineering team

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The hiring process: Steps

Process steps

A hiring process usually consists of the following steps:

1. Phone interview or initial screening with recruiter
2. Interview with recruiter (and hiring manager)
3. Technical assessment (often online)
4. Second interview with operational manager and project team member
5. Decision, job offer, and hiring

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1. Phone interview or initial screening with recruiter
   - Completing a basic check in regard to language skills, salary expectations, cultural fit, and motivation
2. Interview with recruiter (and hiring manager)
   - Checking motivation, soft skills, and fit with the company's culture
3. Technical assessment (often online)
   - Testing your technical problem-solving skills
4. Second interview with operational manager and project team member
   - Checking technical skills, soft skills, and fit with the team
5. Decision, job offer, and hiring
   - Sending a job offer, which is often through email

Starting as a new hire: Expectations

What to expect

In general, the goal of your employer during the first few days will be to welcome you. They want to ensure that you feel engaged with the group that you will be working with.

You might experience the following activities:
- Attending scheduled sessions to meet teammates or a company orientation for new hires
- Receiving supplies or equipment to get started
- Setting up an email account
- Setting up a collaboration tool account
- Receiving a contact list for your department and human resources (HR)
- Setting up a calendar with recurring meetings and events

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Starting as a new hire: Tips (1 of 2)

How to stay in control

Starting at your new job can be overwhelming. These tips can help you manage your new job:

- Set realistic expectations.
    - Check your expectations with a colleague.

- Take notes and ask questions.
    - If a question can't be answered immediately, set up a brief meeting when there is more time to talk.

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Starting as a new hire: Tips (2 of 2)

How to stay in control

- Communicate how you feel and what you are working on.
  - Colleagues are more likely to help when you involve them.

- Create a list of questions that you want to ask—or tasks that you want to do—during the next few days.
  - A to-do list can give you an overview of your work tasks.

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Thank you

Thank you for completing this module.