**Formal Recruiting Process**

**What is a hiring process?**

An efficient and effective hiring process is a step-by-step process for hiring a new employee, whereby an organization identifies its talent needs, recruits from its talent pool, and eventually hires the most qualified candidates. What follows are the most common steps in the hiring process across industry regardless of company size. Keep in mind, however, that the specific details of the hiring process are unique to each company.

**Scope:**

It's the process a hiring team follows with a job candidate to give them all the information they need to decide on selecting who to hire. It involves steps such as the screening call and the in-person interview through to the background check and ultimately, the job offer itself.

**Hiring Process**

**1. Identify the hiring need**

The hiring process begins by identifying a need within Nexelus. This need could vary from filling a vacated position or expanding the current organizational structure.

**2. Devise A Recruitment Plan**

In the case of newly formed positions, Nexelus identifies the new role aligns with its goals and business plan. Nexelus keeps relevant internal teams and employees apprised of the new position at each stage of the hiring process. Recruitment also includes strategizing how to publicize the new position, both internally and externally; criteria for initial candidate screening; what the interview process will look like; and who will conduct interviews.

**3. Write a job description**

The HR department generates job description that includes a prioritized list of job requirements, special qualifications, desired characteristics, and requisite experience.

**4. Advertise the Position**

Identifying qualified potential candidates begins internally by notifying current employees of the opening. External publicity will likely consist of utilizing a combination of the company’s social media platforms, job posting sites like LinkedIn, word-of-mouth recruitment and local recruiters by email.

**5. Recruit the Position**

Beyond simple job posts, the hiring staff should reach out directly to desirable candidates via LinkedIn, social media, and job fairs. Active recruitment will help generate applications from potential candidates who are not actively searching for new jobs but may be perfect for the available position.

**6. Review Applications**

Nexelus already has a mechanism in place to receive applications via email. In many cases, the review process begins with Human Resource who review the applications and eliminate any candidate who does not meet the minimum requirements for the position or the company more generally. In other instances, the hiring team or hiring manager may prefer to review each application. Once a batch of qualified applications are assembled, the hiring staff should review the remaining candidates and identify those they want to interview.

**7. Phone Interview/Initial Screening**

Initial interviews typically begin with phone calls with HR representatives. Phone interviews determine if applicants possess the requisite qualifications to fill the position and align with an organization’s culture and values. Phone interviews enable organizations to further trim down the list of candidates while expending company resources efficiently.

**8. Interviews**

Depending on the candidate’s experience and role in question, one or more interviews are scheduled. Interviews include:

Early interviews are typically one-on-one, in-person interviews between the applicants and the hiring manager. Early interviews conversations typically focus on applicants’ experience, skills, work history, and availability.

Additional interviews with management, staff, executives, and other members of the organization can be either one-on-one or group interviews with the hiring committee. They may be formal or casual; on-site, off-site.

Additional interviews are more in-depth; for example, in interviews between a candidate and multiple members of the hiring team interviewer, each member of the hiring team focuses on a specific topic or aspect of the job to avoid redundancy and ensure an in-depth conversation about the role and the candidates’ qualifications and experience.

Final interviews often include conversations with the company’s senior leadership or a more in-depth discussion with an interviewer from an earlier stage in the hiring process.

**9. Applicant Assessment**

Once the interviews are completed, or during their completion, company often assign applicants one or more standardized tests. These exams measure a wide range of variables, including personality traits, problem-solving ability, reasoning, reading comprehension, emotional intelligence, and more.

**10. Background and Reference Check**

Initial job posting should indicate that all candidates are subject to a background check. Background checks review candidates’ past record, verify employment history and eligibility, and run credit checks.

Reference checks should verify any pertinent information shared by the candidate about previous employment--job performance, experience, responsibilities, workplace conduct, etc. A typical question to ask references is “Would you rehire this person?”

**11. Decision**

After conducting background and reference checks, the hiring staff identifies their top choice. The hiring staff should also select a backup candidate in case the top choice declines the offer or negotiations fail to produce a signed offer letter. If no candidates meet the hiring criteria, the hiring staff should determine whether to start the hiring process over. If so, the hiring staff should discuss whether to adjust or alter the hiring process in order to yield more favorable candidates.

**12. Job offer**

Once a top candidate is identified, the organization extends an initial offer. The offer letter should include the position’s salary, benefits, paid time off, start date, potential severance pay, and other terms and conditions of employment. Negotiations are likely to follow.

Therefore, the hiring staff should determine internally which elements of the offer letter are negotiable, and which are not. It is typical for terms like salary, flexible work schedule, and working remotely to be negotiable.

**13. Hiring**

Hiring starts once the candidate accepts the job offer. An accepted offer letter begins a process of filling out and filing paperwork related to employment. Forms and paperwork might include:

A checklist with all required paperwork to be completed by new employees.

An organization’s employee handbook.

Onboarding and training plan

Evaluation process of progress made by the employee