



Hiring the Best Candidate





Task

Completed

1. Discover your requirements – Evaluating the requirements for the role will help in creating a candidate profile and an enticing job description.
2. Create a candidate profile – Create a blueprint for the ideal candidate, including what skills and qualifications they need.
3. Decide recruitment methods – Think about where the best candidate for your company will be looking for a job and prepare to advertise there.
4. Decide on compensation and perks – You want to bring the best candidate to your company, so make sure to offer a great compensation package.
5. Write your job ad – Write an enticing and keyword-rich ad that draws your candidate to you and makes them hit apply.
6. Prepare a screening checklist – Have everything you want in a candidate written down so you can physically check things off if a candidate has what you're looking for.





- 7.** Review résumés and applications – Set aside enough time to look through all applications to make sure you're assessing everyone fairly.
- 8.** Create a shortlist – Shortlist those who tick all (or most) of the boxes so you can learn more about them at interview.
- 9.** Prepare for the interviews – Whether you're conducting behavioral or panel interviews, you need to prepare the documentation and questions in advance.
- 10.** Interview candidates – Interview your shortlisted candidates, remembering to ask them questions that help you gauge their skillset, mindset and passions.
- 11.** Set a pre-employment test – If you're asking candidates to complete an assignment or pre-employment test, this is the time to do it.
- 12.** Prepare a job offer for the successful (and best) candidate – After all your hard work, it's time to prepare a job offer and contract. Make sure to take your time to assess all interviewees so you can make the best choice for your company needs.





- 13.** Send rejection emails — For those who aren't the best fit for your brand, make sure to send out a rejection email so they're not left waiting.

- 14.** Negotiate the finer details — If the candidate accepts your job offer, then it's time to negotiate. You want to make sure your salary and perks are competitive.

