
Successful Recruiting Process

Step 1: Create job Position & Success Profile & Job Ad

Complete Job Description outlining core skill sets, behaviours and rate of pay required for the role

Complete Success Profile – outlining 5-7 key functions with specific outcomes (e.g. Sales numbers by date, Gross Profit %, etc.)

Complete Job Ad for posting (Limit Job Posting to Success Profile)

Step 2: Post Position to attract applicants

Utilize existing staff members (recruitment bonus for existing staff), suppliers associations

Post on: Indeed, Instagram, Facebook, Twitter, LinkedIn & your own website

For applicants (not Field Labour) to send resume and cover letter to a specific email address. Those that meet the criteria should be called for 1st Zoom interview.

Step 3: Evaluate Candidates & Requirements

Ensure candidates meet **all** position requirements. Ensure candidates have a track record of success and not “jumping” companies every 2-3 years. Upon successful completion of Step 3, move to Step 4.

Step 4: Utilize Assessments

Before investing in “time”, Use Culture Index or other assessments. Those that match optimum profile are contacted for 1st Interview

Step 5: 1st Interview – Telephone/Zoom by HR

Complete 10-20 min telephone/zoom conversation with candidates. Utilize a standard questionnaire for each candidate. Ensure candidate answers each question, doesn't ramble, speaks clearly. Ensure some type of “connection” via the telephone.

Step 6: 2nd Interview by HR & Hiring Manager

2nd Interview with Manager and additional staff. Ensure cultural & personality fit, ability to verify resume.

Step 6: Final Interview – Presentation – Face to Face by HR & Leadership Team

Give applicants a “Practical Issue or scenario questions” – ask applicant to complete the exercise within a specified time frame. Then ask deep tough questions as 2nd part of Presentation interview.

Step 7 – Contact references (people that the candidate reported to)

Step 8: Provide employment offer & share 90 day On Boarding plan

Step 9: After 90 Day On Boarding Plan – complete 3 month evaluation