How to Develop a More Effective Employee Search Process

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Personal

- Married to Gail
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• Held senior-level roles at companies like Merck, Quaker Oats & Kodak
• HR practitioner for 25+ years
• Several international HR roles
• Served honorably in the United States Air Force
HR Outsourcing

Our clients are nationwide

We serve:
- For-profit companies
- Nonprofit companies
- Colleges
- Churches and ministries
Christian Higher Education Served
Disclaimer

- This is not legal advice
- We are not attorneys
Building a High Performance Organization

Board Believes in the Value
CEO Supports without Hesitation
Top Executives Get It

*Overarching support helps ensure achievement*

Employee Relation Programs
Training and Development
Communication Process
Job Descriptions
Handbook
Recruitment Process
Performance Review Process

**MVV**
Mission
Vision
Value

*foundational*

**Legend**

流向标识= Support
流向标识= Integrate

**Employees Must Be Part of the Process**
For True Foundational Support

Note: There are 20+ integration points through various HR practices

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How to Develop a More Effective Employee Search Process
Recruiting in Today's Economy

Situation Today - Grim For Sure

Unemployment rate at historically low levels.

Vacancies often times don’t have qualified technically trained candidates.
Find the right people for your organization!

How are you marketing your organization?
What are your employees doing to help?
Why don’t people know who you are?
Do you have a good reputation?
Best Way to be Successful

- Talk With Your Employees
- Have a Focus Group
Marketing Your Organization

- Benefits Fact Sheet
- Employees With Referral Cards
- Interviews in Newspaper or Chamber Newsletters
- Best Places to Work Designation
- Have a long-term immigrant strategy
- Are you partnered with local agencies? Tech schools? Your local churches?
Marketing Your Organization

- Create a focus on your employees and leaders, that will transcend to the students and in turn to parents and supporters.
- Create a program that helps students with developing their resumes.
Find the right person for the right job!

What happens if you hire the wrong person?

1. Getting the wrong person not only kills performance, but can also damage your reputation.
2. You don’t have the money to do it wrong.
3. Turnover is higher if employees haven’t been recruited properly.
So how do you do it right?

*How do you hire people the right way?*

*How do you find talent well-suited for your college and its open job position?*
What We’ll Cover Today

3 Tips to Help You Hire the Right Person

1. Nail down the job description.
2. Filter your resumes.
3. Memorialize the recruiting process.
Tip #1: Nail down the job description.

Craft a job description that matches your needs.

• Use the right template from the beginning.
• Train employees to create their own job descriptions.
What the Job Description Should Include

1. Job expectations
2. Skills or education needed
3. Duties and related responsibilities
4. Who they report to and when
5. How they will be evaluated
6. Who will train them
7. Who to consult if they run into trouble
8. *Plus...a statement that related duties and responsibilities may arise/exist that are not included in this job description*
Tip #2: Filter your resumes.

How to Filter Your Resumes

• A filter is determined by the core requirements of your job description.
• Gives resume screener a baseline to weed out unqualified applicants.
• Consider outsourcing the screening process to a professional firm that will funnel the best prospects to you.
Tip #3: Memorialize the recruiting process.

Steps for recruitment efficiency & fairness

1. How your candidate pool is created
   • Job description, advertising, screening

2. How the interview process is conducted
   • Interview questions, background check consent, candidate evaluation forms

3. How a selection is made
   • Who decides on the new hire, how they and other candidates are notified

4. The elements of your hiring process
   • Pre-employment physical, drug/alcohol testing, notifications
Contact Information

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