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# **SLOW HIRING PROCESS?**



**AN EFFICIENT HIRING PROCESS IS  
THE BEST WAY TO SECURE THE BEST CANDIDATE**

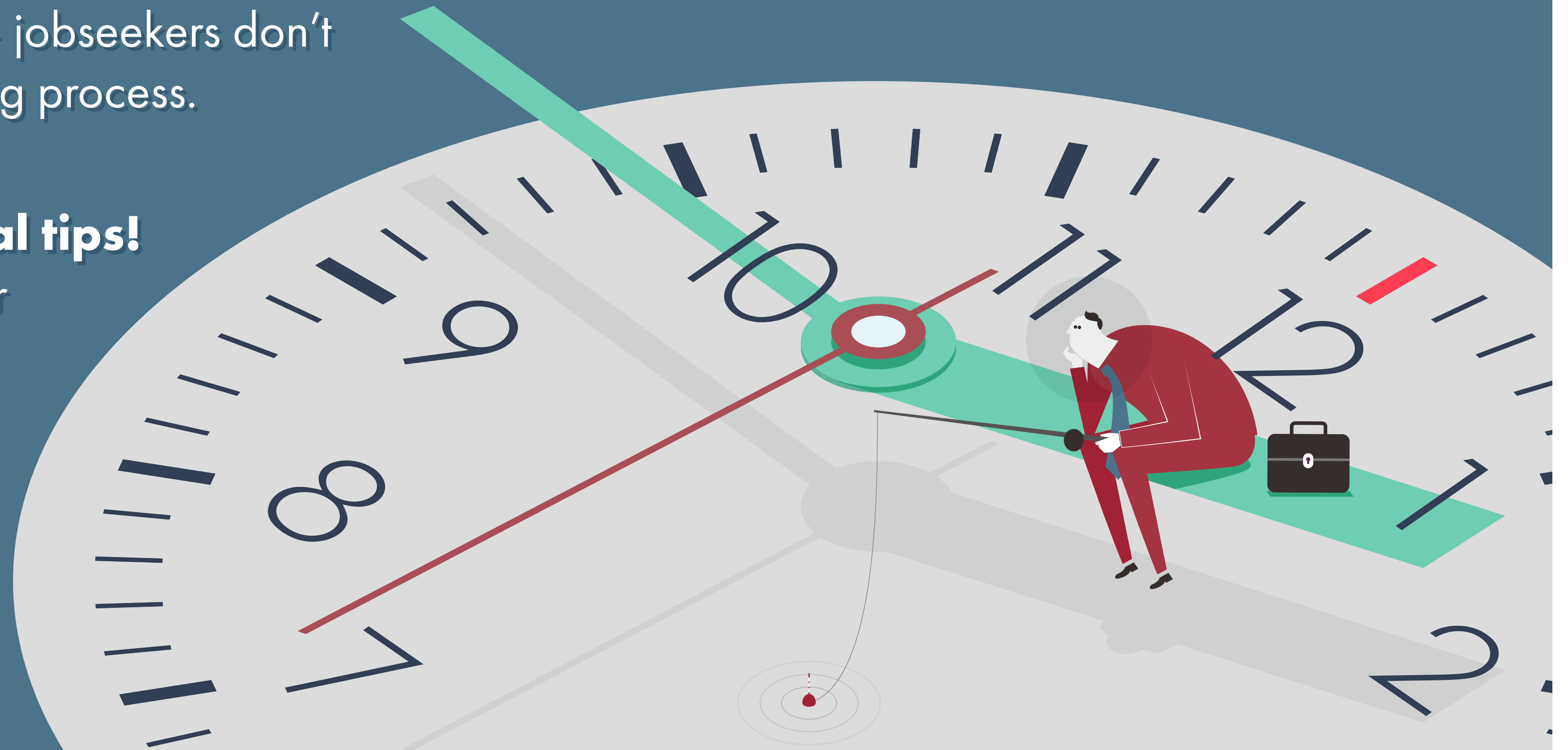


# ARE YOU FINDING IT CHALLENGING TO HIRE TOP EMPLOYEES?

You may be taking **too long** – jobseekers don't wait around during a slow hiring process.

**Take a look at our practical tips!**

They'll help you streamline your hiring process and **reduce the time** it takes to hire.



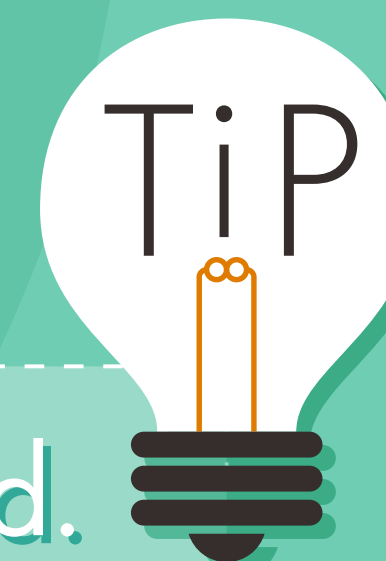


# DO YOUR HOMEWORK

Identify all **internal stakeholders** who need to be involved in the hiring process.

Determine if you need a **contract, temporary or permanent hire.**

Try to **minimise the number** of internal stakeholders involved.

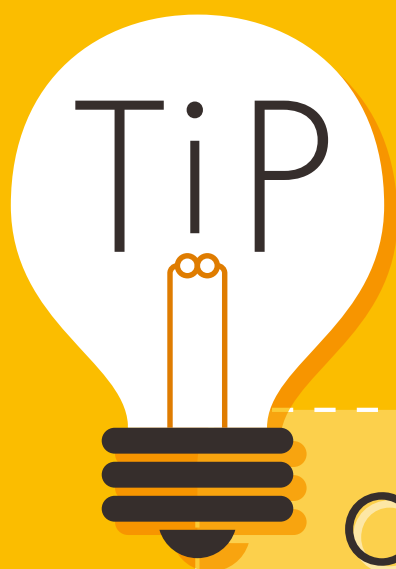


# SET THE BUDGET

Make sure **the budget is approved** before you start looking for a new hire.  
**Decide and agree** on the salary range with internal stakeholders.



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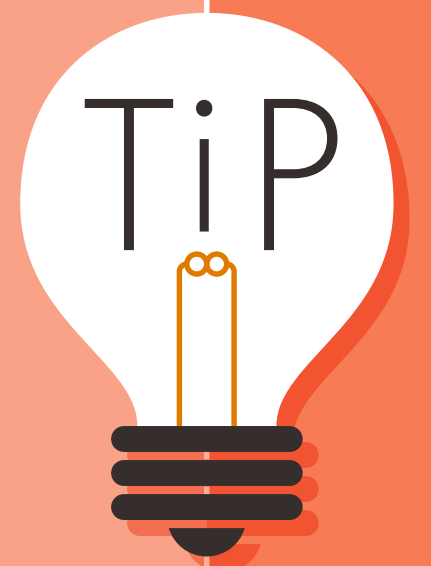


Consult the **Robert Half Salary Guide** to see what the common salary ranges are for similar roles.

# THE JOB AD

Define **all** the **job duties** and **required skills**, and agree on them with all internal stakeholders.

**Distinguish “must-have” and “nice-to-have” skills** that can be acquired later through **professional development.**



## **PROMOTE** THE JOB AD



JOB  
BOARDS



SOCIAL  
MEDIA



COMPANY  
WEBSITE



EMPLOYEE  
REFERRALS



RECRUITERS



# REVIEW **RESUMES** AND SHORTLIST **TOP APPLICANTS**

Shortlist resumes while keeping the hiring criteria in mind.

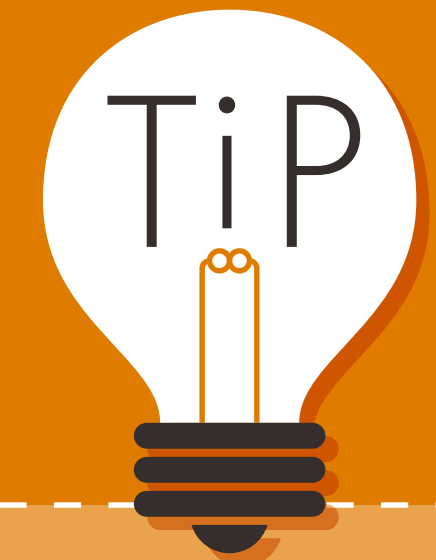
## **HIRING CHECKLIST**

- ✓ Required qualifications/skills?
- ✓ Required experience?
- ✓ Did the candidate apply with this job in mind?



# SET A **TIMEFRAME** FOR INTERVIEWS

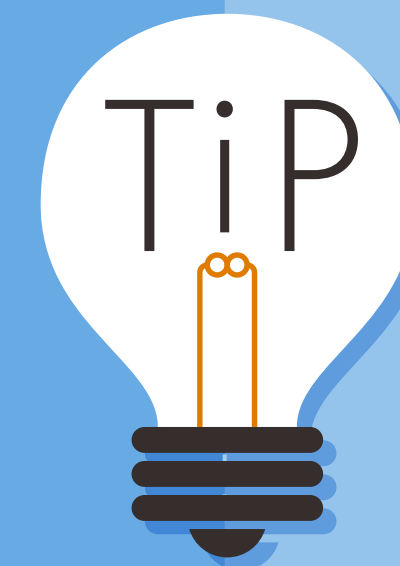
**Conduct all in-person interviews the same day/over a couple of days** to ensure the candidates stay fresh in your mind.



**Consider phone/Skype interviews** for the initial job interview before deciding if you want to **invite them for an in-person interview.**

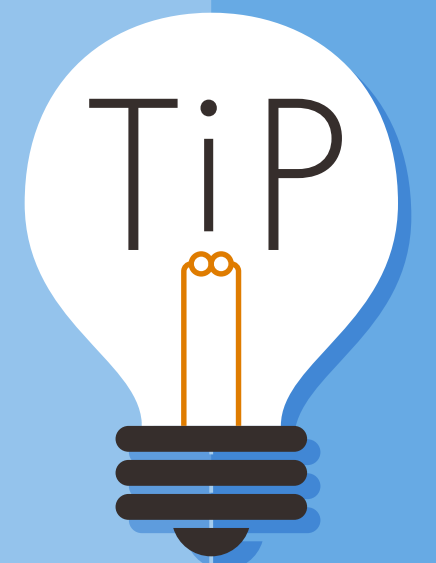
# SHORTLIST THE BEST CANDIDATES AND MAKE A **FINAL DECISION**

Assess candidates based on **the hiring criteria and cultural fit**. Do they meet the job requirements? Do they need more training? Will they get along with the team?



**Be objective** when evaluating top contenders and make sure all internal stakeholders agree.

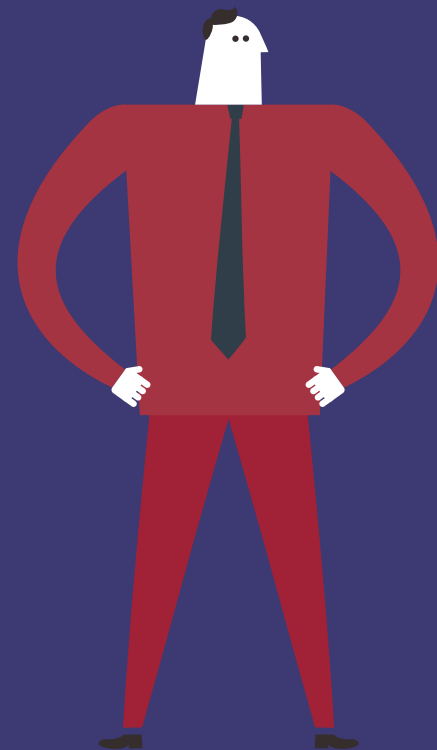
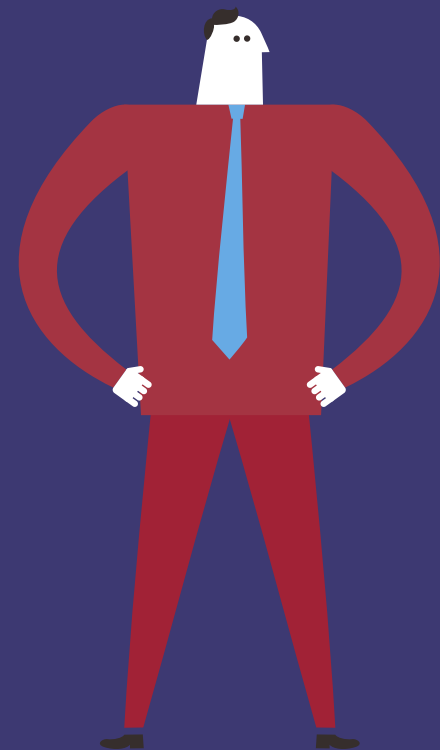
**Don't delay in checking references**  
Call at least two of the candidate's referees.



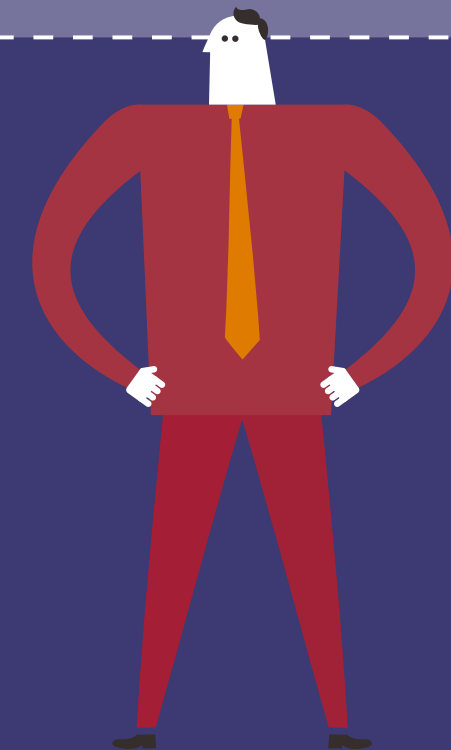
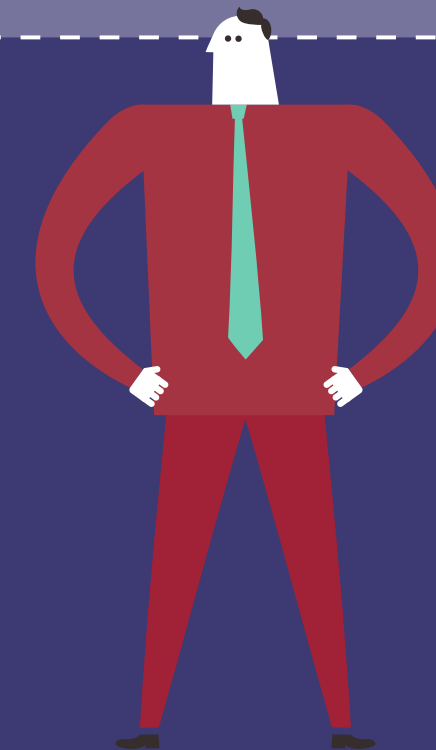
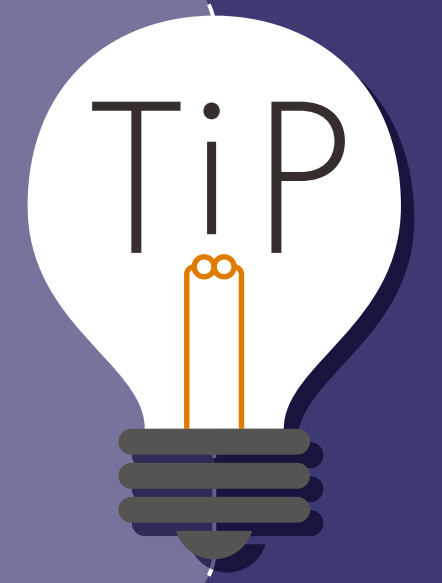


# DON'T KEEP TOP CANDIDATES IN THE DARK

Top candidates may lose interest or become disheartened in a **slow hiring process**.



Keep communication lines open! Regularly update shortlisted candidates on their progress in the hiring stage.



# MAKE AN OFFER!

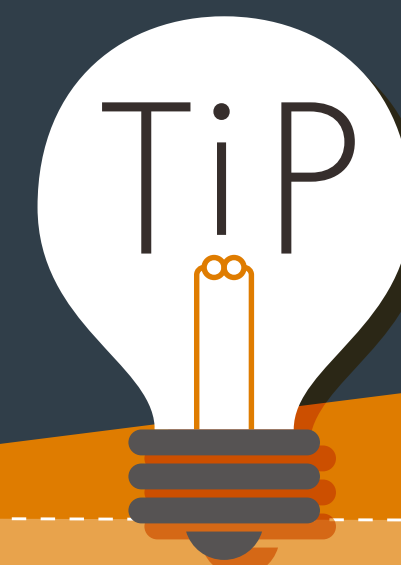
Finalise the contract and employment package, including salary, leave and working arrangements.

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**Don't delay!** Extend the job offer letter as soon as you've made your choice.

# WELCOME TO THE TEAM

**Formally welcome** your new hire to the team and company,  
and **answer any questions** they might have about their new job.



Have a well-developed employee  
onboarding plan in place.

# IS YOUR HIRING PROCESS **TOO SLOW?**

Don't risk losing your preferred candidate through a **slow hiring process**.

**FIND OUT MORE PRACTICAL  
TIPS FOR REDUCING THE  
TIME IT TAKES TO HIRE >**

