

Cost of finding, hiring a candidate

Some tips to maximize a company's hiring budget and speed up the process

The screening, interviewing and hiring process consumes much of the hiring manager's time and, perhaps, is the most important and challenging function of any business. The cost of hiring employees continues to escalate whether your company utilizes recruiters, places employment ads in the newspaper or on the Internet, participates in job/career fairs, or rewards current employees with referral bonuses. Do you know how much money is spent on those candidates' resumes that gather dust on your desk or are filed away in the cabinet as "Not the Ideal Candidate?" Are the hiring managers too quick to dismiss potentially good candidates' resumes because the format isn't interesting? Does the sketchy job history on the resume scare the hiring manager because the candidate has worked for companies that have been part of mergers and acquisitions and, therefore, is forced to look for a new position? Or does the candidate have a strong work history but lacks "Direct Industry Experience.?" Perhaps we can offer some suggestions to maximize your hiring budget and speed up the hiring process:

Managing Hiring

- Make sure you thoroughly brief and are debriefed by recruiters.
- Is human resources stalling?
- Respond immediately to candidates.
- Do not be afraid to directly call the candidate to resolve any resume questions.

- If your company utilizes recruiters, take the time to get to know them, build a rapport and understand what they will do for you, i.e. prequalify candidates, check references, provide a profile of the candidates experience. Make sure they understand exactly what it is you are looking for
- Does the recruiter submit resumes directly to the hiring manager or do they go to the human resources department for prequalification ? (Perhaps this is the clog in the wheel. . . . Recruiters like to work directly with the hiring manager.)
- How long does it take the hiring manager to respond to submitted resumes? Immediate response to interested candidates is essential. (Chances are pretty good that if you have received a resume, this candidate is looking seriously to make a job change now, not within the next three months.)
- If the candidate's resume looks inter-esting but you aren't sure if this is the ideal candidate, you owe it to yourself to make a 10- to 15-minute phone call to the candidate. Questions can be answered to determine whether a face-to-face meeting is feasible.
- Dedicate yourself to the interviewing process. Spend an uninterrupted hour with each person during the interview. Give him or her your undivided attention. If you are interested in them, let them know how high your interest level is and what the next step will be.

- When the interviewing process is complete and a job offer is imminent, process the paperwork and present the written job offer immediately. (What are you waiting for? They might accept another position because they haven't heard anything from you since the interview.) The offer letter has been accepted, a start date has been given and now they are ready to join your team. Have business cards been ordered? Do they have a desk? Make them feel from day one that they are a member of your team.