



Talent Acquisition Tips

Hiring Process and Efficiency

- Map your hiring process to really understand how it flows.
- Identify improvement opportunities from your process mapping.
- Prioritize improvement opportunities and make plans to implement them.
- Use a structured hiring process to gain efficiencies.
- Create a hiring plan for each position and post only when the plan is complete.

Sourcing

- Identify sourcing opportunities in the hiring plan including social media options.
- Build pipelines for talent including “forgotten” talent pools.
- Consider using Employee Referrals as a talent source.
- Ensure your job posting includes keywords and hiring range for effective job board scraping.

Selection

- Use a structured selection process.
- Schedule interviews on two half days instead of one full day to maximize applicant availability.
- Have your interviewers and dates identified early in the process.

Measure & Adjust

- Measure your [recruiting funnel](#).
- Identify successful sources and consider quality of hire.
- Measure your days to hire.
- Obtain new hire feedback about your process via focus groups or surveys.
- Adjust your process as needed.

Communicate

- Never leave applicants unsure of where they stand in the process. Be timely with communication.
- With applicant approval, use alternate communication methods like texting.
- All applicants are potential referral sources for the future candidate. Ensure you treat all applicants with respect.