Recruiting The Right Talent

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Agenda

- Strategic Recruiting Saves Money
- Branding
- Sourcing
- Screening
- Behavior-Based Interviewing
- Selection / Offer
Strategic Recruiting Saves Money
Preparing to Recruit

- What is the role that you’re recruiting for?
- Are there changes to the role?
- Who do you need to meet with? Who will assist with hiring?
- What’s the process? Is there one?
• Internal document used to hire and in annual reviews and for safety

• Roadmap of the role
External Branding - Job Posting

External marketing piece used to attract talent to your company
Identify Sourcing Channels

Other best practices?
1. Why is an application important?
2. Determining who is qualified and who is not
3. Communication to candidates / applicants
Interviewing With the Law in Mind

• Only ask questions relevant to the person’s qualifications:
  • Work history
  • Suitability to the job
  • Desires and efforts toward the job
  • Flexibility
  • Work style
  • Organizational practices

• Avoid questions that are personal in nature

• **NEVER** ask questions that have anything to do with protected classes
Best Practices for Interviewing
Select Your Top Applicants
Making the Offer
Hired! What’s next?
Questions & Answers
Additional Resources

Department of Labor Exempt and Nonexempt Fact Sheets – Determining Proper Compensation Method
https://www.dol.gov/whd/overtime/fact_sheets.htm

Equal Employment Opportunity Commission – Recruiting and Hiring Checklist and Guidance
https://www.eeoc.gov/employers/smallbusiness/checklists/recruiting_hiring_promoting.cfm

https://www.eeoc.gov/laws/practices/

Maine Pre-Employment Inquiry Guide
http://www.state.me.us/mhrc/guidance/pre-employment_inquiry_guide.htm
Thank You!

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