



THE LORING GROUP



## 6 steps to fill jobs better and faster!

**Talent Acquisition Leaders** have identified 6 keys you can take to fill your role faster and with the best candidates.

The Talent Market remains competitive, and most “A Players” will have 2 to 3 offers. It is important to streamline your recruiting process to ensure that your hiring managers are engaged and committed to the process and your company values “candidate experience”.

Here are tips from some of the industry’s top recruiters worth paying attention to:

### Step 1: What is Most Important

Job descriptions state many responsibilities and requirements, but the hiring manager and others involved in the interview process do not agree on the most essential points... Make sure you have a consensus on the most important responsibilities and must-have requirements and deliverables you are looking for in the first 6 to 12 months

### Step 2: Be Concise

Reduce the job description down to one page and use visual cues like bullets and bold text for the most important aspects of the role. This makes the information easily digestible and provides a road map for success.

### Step 3: Refine the Process

The interview process is one of the most important aspects. Ask each candidate the same prepared questions and score them against each other. Include questions highlighting your core values and culture to make sure they will fit in. You may also want to score candidates on future potential. Will they be a specialist or do they need cross functional potential. This will allow you to differentiate the candidates so only the best forward in the process.

### Step 4: Compress the Timeline

Reduce the interview process to two to three weeks tops. If you go beyond two weeks, you run the risk of losing candidates to other companies who are more agile. It’s important to interview a candidate at least twice, as the data shows an increased risk of hiring the wrong person after one interview. Conversely, if you make candidates interview four or more times, you risk losing them and damaging your brand with interview fatigue.

### Step 5: Communicate with Candidates

The only thing candidates appreciate more than a YES is a quick NO. If you feel they are a good fit and will be moving them forward in the process, let them know quickly. Communicating early and often in the process will keep them engaged with you in a highly competitive job market. If they could be transformational to your company, they can do the same for your competitors, and you don’t want to lose any along the way.

### Step 6: Value Continuous Improvement

Best practices don’t happen; they are made. Rating your Talent team and hiring manager’s effectiveness against these simple steps will get you on your way!

For an expert opinion on your Talent challenges, click on this [calendar link](#) to schedule a complimentary consultation with [Steve Caliger](#), Managing Partner with **The Loring Group**.