

Recruiting The Right Talent

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?



How Well do you Know Your Brand?



Internal Branding - Job Description

- 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?



Screening and Interview Process

1. Why is an application important?
2. Determining who is qualified and who is not
3. Communication to candidates / applicants

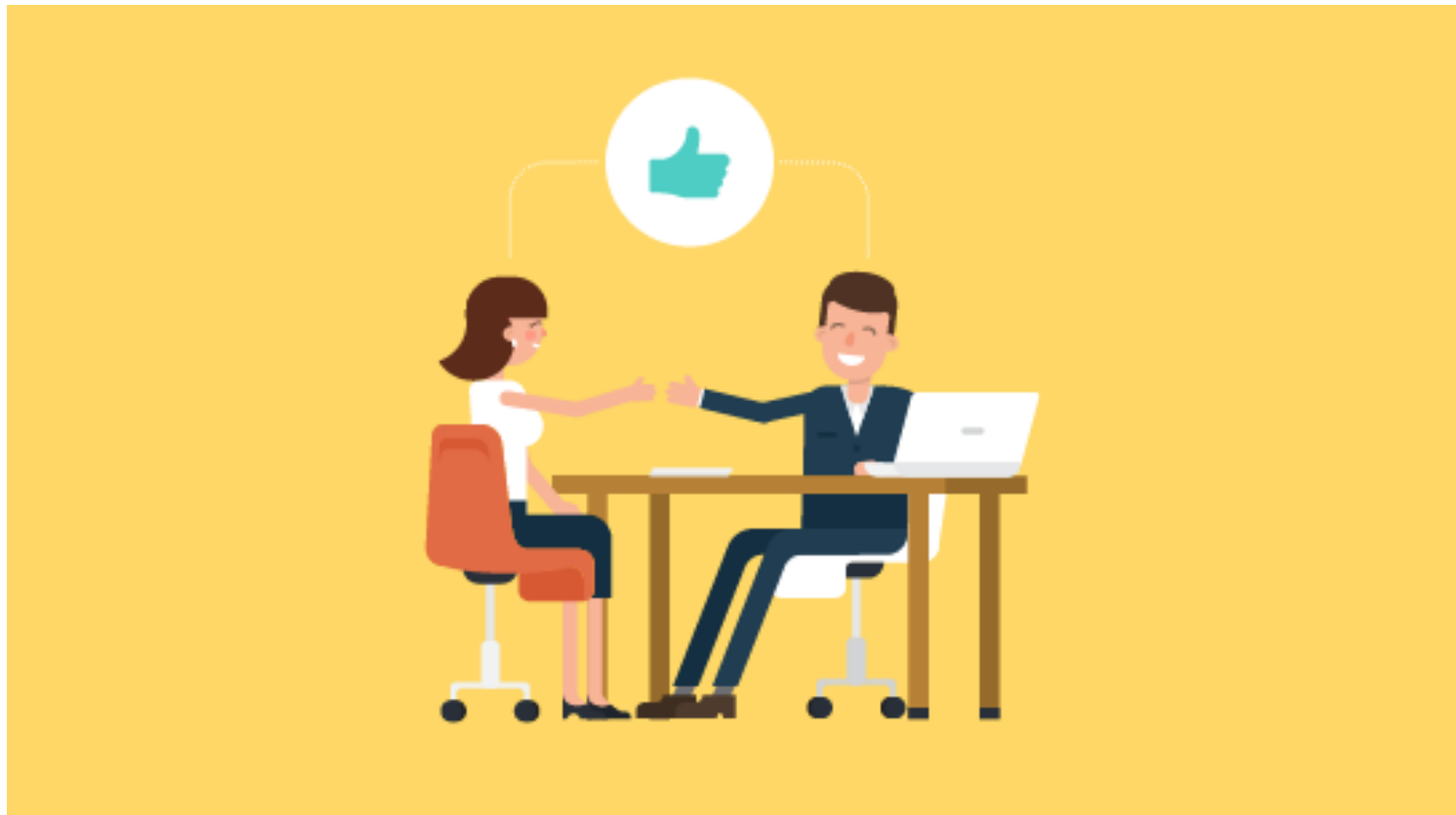


Interviewing With the Law in Mind

- 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

Equal Employment Opportunity Commission – Prohibited Employment Policies and Practices

<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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