10 steps to setting up an HR recruitment process

To stay competitive in the talent competition, it's imperative to introduce new systems and procedures if you're still using fragmented manual hiring processes.

This is a step-by-step guide to assist you in creating your HR hiring procedure from the ground up.

It resembles a flowchart we created for your hiring process that you can link to your applicant tracking system.

1. Introduce yourself to the recruiting manager

The tone for the remainder of the hiring process is established by this initial phase. It contributes to the job description and requirements. Additionally, it is beneficial to provide standards by which candidates can be screened and assessed.

2. Recognize the demands of your position

When it comes time to fill a position, many people don't give the job criteria enough consideration. Frequently, it's because they're pressed for time or because they're still using an old template for a job description.
The outcome of your hiring process will be determined by this crucial initial phase in your **HR recruitment courses**.

3. Choosing the recruiting group

There is no denying the advantages of collaborative hiring. It provides contrasting opinions on the suitability, advantages, and disadvantages of candidates in addition to eliminating bias. The hiring manager, line managers or team members, a recruiter, and frequently an industry expert should make up the ideal hiring team. This is a terrific combination to determine whether the candidate will improve team dynamics, has the necessary abilities, and fits into the culture perfectly.
You might not be able to choose a hiring team from inside the same department in smaller businesses. Include workers who are aware of the firm, have a clear understanding of the job needs, and share the organization's mission.

4. Imagine yourself as the new employee.

You must now decide how you're going to locate the ideal candidate, given the details of the position and the kind of person you envision. Putting yourself in the shoes of your ideal applicant and considering how they could conduct the job search is the best method to do that.

5. Announce that you are hiring.

Now that you know where to look for your ideal applicants, this will be considerably easier to complete.
If you decide to use job boards, pick ones that fit your industry's needs. You can establish a job promotion campaign with Recruitee, and our technology will suggest appropriate channels for you to advertise your job openings.

You'll need to use extreme creativity to locate your potential applicant if they fit the short skills group and are not actively seeking a new position. Spending money on extensive job board advertising will be inefficient. You'll need to look for them on social media, dig into the businesses and sectors in which they operate, and make direct contact with them. Headhunting is a risky endeavor that requires careful planning and a competent, professional approach.

6. Streamline the application procedure

Be approachable and available at all times. Make sure the application procedure is simple and engaging. Here, automation comes to the rescue. Create automatic replies that recognize each application and incorporate a chatbot to provide FAQs. This helps applicants feel valued and does wonders for your employment brand.

7. Shortlist of candidates

If you have followed the above instructions, you ought to have a shortlist of potential candidates rather fast.

Candidates must be shortlisted while they are still considering the position. Applicants and candidates will likely lose interest if you ignore them for weeks at a time and then contact them abruptly.

Make a shortlist, schedule a brief screening interview (over the phone or online), and then schedule an interview. Ensure that all candidates and members of the hiring team are informed of all dates, times, and details. Tell applicants how long the interview will take and what to expect from it. To ensure that everyone is on the same page, remind the hiring team to gather their own interview questions and distribute them.

8. Talks with people

Whenever a candidate is interviewed, whether in-person, over the phone, or via video conference, they should always be made to feel welcome and introduced to the hiring team. A member of the hiring team should have been in charge of the interview process to ensure that it doesn't go overboard or lose focus. Interview questions ought to have been prepared in advance.

The recruiting team should meet as soon as possible following each interview to determine whether to move forward with the candidate's advancement to the next round of interviews, reject them, or provide an offer. Inform inappropriate candidates that their application was not accepted at all. Ask whether you may include them in your skill pool after doing that with empathy.

9. Verifications, evaluations, and references related to employment

Make contact with former employers to request a reference. The best course of action is to give them a quick call for introductions and ask if you may email them your questions. Most willingly comply and provide truthful references.

Technical occupations require skill assessments, and psychometric assessments are great for understanding individual personality traits.

10. The employment offer

Any hesitation needs to be worked out in advance. Consider internally whether a candidate's request for more money than you have planned for may be accommodated, or come up with some inventive job offers to pique their attention.

Alliance International is one such brand name that excels in providing HR recruitment services in India.

Conclusion

The person making the offer needs to be able to work with the candidate in the event that they have reservations, so give it significant thought. Not every applicant who seems enthusiastic at the interview stage will take the offer. Avoid being overconfident and make an effort to have a backup candidate at all times. **Contact us** now to get more information.