



EXECUTIVE CHECKLIST

HOW TO HIRE YOUR NEXT WAVE OF TALENT—EFFECTIVELY



Why should you be looking for your next wave of talent today?



As a hiring manager, HR professional, or business owner, if you're only concerned with what your current workforce looks like, it's time to have a more forward-thinking approach to your staffing initiatives. Why? Because tomorrow's leaders are made today, so continuously working to attract and hire your next wave of talent is essential to evolving your business and its culture.

By identifying which candidates are aligned with your workforce goals and developing them to be strong, successful future leaders, you can effectively build teams that will keep your business moving in the right direction. Unfortunately, bringing in high-quality, hard-working employees who will be loyal long-term isn't always so easy—in fact, 42% of employers worry they won't be able to find the talent they need, and about three-fourths are struggling to find relevant candidates.¹

So, how can your business overcome these hiring hurdles in order to build the future workforce you need to reach your next set of goals? Our checklist is here to get you started.

¹ <https://bit.ly/2JSHqVx>

5 Steps to Strategic Hiring Preparation



✓ Get up-front agreement on hiring needs and processes

Before you post a job opening and start selecting candidates to interview, it's important that all team members involved in your hiring process are on the same page. Be sure to have buy-in on what positions you're hiring for, which have priority to be filled first, timelines, communication channels, what questions you plan on asking, and who will be leading each step of the interview process.

✓ Assess the position requirements

Once you've identified a position you need filled, it's time to outline what it entails by listing all essential responsibilities, qualifications, and physical demands. If you're hiring for an existing position, consider whether the description you've used previously is up to date or if any adjustments should be made. For a completely new position, conduct some research on what postings for similar jobs at other companies look like as a starting point, then tweak to match your specific needs.

✓ Create an ideal candidate profile

By assessing the traits, skills, and habits of current top performing employees in the same position or department, you can develop benchmarks based off more than just guesswork. Then, later on in the hiring process, you can compare a candidate's interview responses, personality traits, and behavioral and cognitive assessment results against that ideal profile to find the best match.

✓ Make a list of what your company has to offer

The hiring process goes two ways—what you can offer candidates is just as important as what they can offer you. Make a list of what differentiates you as an employer to include in the job posting and speak about during interviews. This could include “perks” such as competitive pay, health benefits, 401(k) contribution matching, culture events, career advancement opportunities, wellness programs, work/life balance, the ability to work remotely, and flexible hours.

✓ Write and post your job description

Now that you have a concrete list of what the position entails and what you have to offer as an employer, you're ready to write your job description. Once it's written and agreed upon by your hiring team, be sure to post the description on multiple channels to reach the widest pool of potential candidates—like on your website, social media pages, local job boards, and sites like Monster or Indeed. You may also want to consider trying in-person recruitment at job fairs or local college campus events.

5 Steps to Effective Hiring Processes



✓ Administer a behavioral assessment

By administering a behavioral assessment such as **The Omnia Profile**, you can gain a deeper understanding of a candidate's motivators and behaviors before investing valuable time and resources on further hiring and onboarding costs. Candidates can take this assessment remotely, which should be completed before the first interview so that candidate responses are not influenced by expectations.

✓ Have an initial phone screening

Once you've looked over a candidate's resume and behavioral assessment results, do a phone screening with anyone you're considering before bringing them in for an interview. This way, you can weed out the obvious misfits and be confident that you're only spending time and resources on in-person interviews with candidates who are likely to be a strong match.

✓ Hold an in-person interview

At this point, it's time to invite a candidate who has made it through the behavioral assessment and phone screening in for an interview, usually with the hiring manager and another selection committee member. Focus on their skills and experience, ask follow-up questions about the behavioral analysis results, and administer a **cognitive assessment** on-site. These results will give you a reliable measure of your candidate's ability to meet the demands of the job.

✓ Conduct any necessary follow-up interviews

Depending on your process, follow-up interviews may be with other members of your selection committee, management, and/or staff, and are meant to be more in-depth as you narrow down the field. They can be held on-site or at a more relaxed off-site location, like a local coffee shop, to get a better feel of the candidate's true personality. Be sure to have the behavioral assessment results analyzed prior to any further interviews in order to uncover areas you need to explore further and identify more specific questions to ask.

✓ Run a background check

Avoid negligent hiring and various potential risks by conducting a thorough background check of your final candidate before extending an offer. Depending on the industry you operate in and your processes and preferences, this could include criminal record checks, employment verification, credit checks, or drug testing.

Now it's time to make a hire!



Once you've gone through the full interview process with your short list of candidates, the entire selection committee should meet to evaluate and discuss each prospect based on all the information you have. Factor in their resume, initial phone screening, interviews, and behavioral and cognitive assessment results. Agree on one candidate who is the best match from both a job role and culture fit, get final approval from any necessary leaders or management, and congratulations—it's time to make an offer! If you have the luxury, it may be smart to also select a backup candidate just in case your first choice falls through.

When you're ready, we recommend making a personal phone call to extend the offer to the chosen candidate. Once they (hopefully!) accept, send a formal offer letter that outlines important information, such as their start date, salary, benefits, and work hours so that all of this is in writing. This way, it can be referred to later by both you and the candidate if needed. It's a best practice to also notify all other interviewees that you've decided to go in a different direction, thanking them for their time, interest, and participation in your interview process. This courtesy will go a long way in building a positive image and reputation for your company that will only attract more quality candidates in the future.

Build Your Ideal Future Workforce With Confidence



By following this checklist, you're empowered to stay on track and be sure that you're always taking the proper next steps when it comes to your hiring processes. The result? Making strong, strategic hires that give you confidence in your ability to meet your future business and culture goals.

Looking for additional guidance when it comes to streamlining your hiring processes or using data to make more informed staffing decisions? At Omnia, we're here to help organizations invest in and develop their most valuable asset: people. We know each company has its own unique culture and business goals, and believe happy, productive talent can make them achievable.

To learn more about how we can be your end-to-end partner throughout your unique hiring and employee development processes and enable you to build your ideal future workforce, [contact our experts today.](#)

