

Hiring Strategy Checklist



There's a lot to think about when you work toward becoming an employer of choice. The best way to get started is by fine-tuning your hiring and retention strategy. Use this checklist to make sure you're not missing any key steps along the way. Remember to identify key stakeholders and gain buy-in from leadership.

1. Attract the Best and Brightest

To attract highly qualified candidates to my organization, I can:

Determine the purpose of the role(s) I need to fill

Identify the nonnegotiable requirements needed for the role(s)

Identify the skills and characteristics of the role(s) that are teachable

Get feedback from employees, applicants and candidates on what matters most to them when looking for an employer or job

View my competitor's "careers" webpage to identify what they offer that we don't and what we can change to be a step ahead

Create a job description that clearly articulates the role and our unique benefits and perks

Find alternative avenues to promote our open roles in the community

2. Maximize Every Minute of Your Selection Process

To ensure sufficient time and effort is put into the most important part of the hiring process, I can:

Select applicants to interview based on resumes that include skills and experience beyond my nonnegotiable requirements

Identify the right people to include in the interview process

Create guidelines to ensure each applicant receives fair interviewing and selection practices

Send interviewers a list of interview questions that are acceptable and unacceptable to avoid claims of discrimination or bias in hiring

Craft a list of role-specific behavioral interview questions to identify the applicant's skills, experience and cultural fit

List all the points throughout the application, interview and selection process that we will notify candidates of their hiring status

3. Make a Good First Impression

To assure new employees that they have made the right decision joining our organization, I can:

Create an email template to send new employees before their first day to welcome them and provide helpful information

Review our current onboarding program to identify roadblocks that might cause inefficiencies or delays

Calculate the number of administrative hours I spend on arranging live training events, and on tracking and reporting for compliance training

Find ways to automate or improve the automation of our compliance training using a learning management system

Identify ways to prepare staff for success after onboarding

Assess new employees on their clinical and situational knowledge during onboarding so I can create a personalized program for their ongoing development

4. Give Your Staff a Reason to Stay

To demonstrate the value of retaining highly qualified staff, I can:

Calculate our current turnover rate by dividing the number of employees who left our organization by the average number of employees in a certain period of time, and then multiplying that by 100

Evaluate development opportunities we currently offer to staff, if any, and identify areas we can improve

Identify vendors that provide online leadership, management and soft skills courses to supplement our compliance training and provide staff additional opportunities for development

Implement knowledge assessments and use the results to build better training plans so staff can improve and grow within the organization

Learn more ways to improve your hiring and retention strategy in the guide, How to Become an Employer of Choice.

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