

HIRING PROCESS



Phone call with hiring manager to discuss what role you need to fill.

1



Hiring manager fills out our discovery questionnaire which gives us more information about your firm, your need to hire, and what we will be looking for.

2



We will write a job ad and send to the hiring manager for approval.

3



We will post the ad – our main goal is to post the ad where potential candidates will be looking, which can mean different things for different roles. However we always post on our hiring platform which immediately pushes it out to many of the top job boards.

4



All resumes will come to us and we will cull through them to find the best candidates. Your company can remain completely anonymous (although we don't recommend this unless necessary).

5



We send invitations to applicants we think may be good candidates for the position for a 15-30 minute Zoom interview call.

6



Candidates that interview well will be sent a link to our career history form (CHF) to fill out.

7



We send you an interview packet which that includes the candidate's resume, completed CHF, interview notes, a score card and recommend that you have an in-person interview with the candidate.

8



We can provide guidance on questions to ask during the in-person interview.

9



We send the candidate a Caliper Assessment which is linked to a "job family" that most closely matches the role. We are testing for how well the candidate's skill set will fit into the position.

10



We can send the candidate skills testing for MS Office, detail-orientation and any others needed.

11



We conduct a background check which includes criminal and credit history and employment and education verification.

12



We call the candidate's references and ask about what it is like to work with the person and how we can best support the candidate in the position.

13



We will draft an offer letter to send to the candidate.

14



We will work with you to develop a training schedule.

- What do you want this person to be able to do on their own in 30/90/180 days?

15



Any candidates that were not selected will be thanked and notified that the position has been filled.

16