

# Hiring Checklist

Employers of all sizes are having a difficult time finding new employees. In a job market where there are more jobs than there are qualified employees, you need to put in work to find the best employees. Simply posting a job and hoping people apply is not enough. This checklist will help you audit your hiring process and find places for improvement:

- Employer reputation**  
Job candidates are searching online for information about potential employers before applying for open positions. Review your website, blogs and social media pages as well as online review sites like Glassdoor.com. A large number of negative reviews could deter a great job candidate from applying.
- Job descriptions**  
Having a clear job description for each position will help you create an ideal candidate profile, create interview questions, and ultimately find the best person for the position.
- Job postings**  
Starting with a good job description will give you a head start on writing your job posting. Then, think about the places potential employees are likely to be spending time. Is that on social media, on industry job boards, at college career centers, or somewhere else entirely? Post your jobs in places you think the best candidates will find it.
- Networking**  
When you have an open position, ask around in trade organizations and professional networking groups for recommendations. Finding passive candidates (those who are already employed and may not be looking for a new job) requires that you maintain relationships and communicate with your network that you are hiring. Also, ask current and former employees who you have maintained a good relationship with. These people know your company well and can give you recommendations that fit in your work environment.

## Compensation

Conduct some research to determine if you need to make a change. You can do some online research using websites like Glassdoor.com or Salary.com. Helpside also offers salary survey reports to clients. These can give you an idea of the low, middle, and high range of pay for similar positions in your area.

## Benefits

Second only to compensation, benefits can impact how prospective employees view your company. The types of benefits you offer can provide insight in your organization's values. Think about additional benefits you could offer. Helpside offers a variety of supplemental benefits including life, disability, accident, critical illness and hospital indemnity insurance and 401(k) retirement plans.

## Candidate experience

Think about your hiring process from the job candidate's perspective. Are there points of friction that make the process frustrating? Is there a reason qualified employees may not apply at all?

## Offer letter

Writing down details such as work schedule, pay, benefits, start date, time off, holiday pay, etc. in an offer letter can clarify the position and give the candidate the correct expectations as they consider whether to join your company.



Need more help? Reach out to the Human Resources team at Helpside for assistance with your hiring strategy.