

Where to Start

Recruitment: Finding the Talent You Need

- Print ads in newspaper, magazine or trade journal
- Internet recruiting/job postings
- E-recruitment sites
- Job and Career Fairs/Recruiting Day
- Contacts through schools: high schools, post secondary and private training institutions
- Current Employee Referrals
- Target Designated Groups
- Internal Job Postings
- Professional Associations
- Employment Agencies

Selection: Making a Good Match

- Identify individuals through resumes, previous applicants, or resume posting services
- Know your hiring needs: identify the “must have” qualifications/KSA’s (Knowledge, Skills and Abilities) vs. the “nice to have”
- Develop the interview questions and rating guidelines
- Advertise the position with a specific closing date
- Collect applicant information
- Interview candidates
- Reference checks
- Offer the job
- Orientation and Integration