
Hiring Process Guide

Your hiring process should be objective and consistently applied to all candidates. The following sample process can be used to help achieve those objectives. Modify these 10 steps to meet your company's needs.

1

Assess the position requirements

If it is an existing position, how has the position evolved since the last time it was filled? Developing and writing a job description helps you zero in on your specific needs.

2

Make a list of what you have to offer

Use the information for advertising and during the interview. For example: Competitive pay, benefits, type of environment (friendly, informal/formal, etc.), career growth, open door policy, home and work life balance, flexible hours, and development opportunities.

3

Recruit

Set up your recruiting channels, i.e. job boards, employee referrals, recruiter(s), job fairs. Tip: Always use your company name and the position title in the job posting as well as a specific email address for sending in resumes.

4

Screen resumes

Have a checklist that you use for all candidates. Items might include basic requirements, special skills, work history, and training. Compare applications/resumes to your job requirements from Step 1.

5

Conduct phone screen

Helpful if you are hiring for a job that requires good phone skills and speaking voice.

6

Assess fit

Administer The Omnia Assessment before the first interview so that candidate responses are not clouded by too much information about the position and your expectations.

7

Interview

The interview process should be consistent for all candidates. The Omnia Group recommends at least two interviews, and at least two people conducting each interview. We recommend that each interviewer score the candidate using the Omnia Selection Companion (a free tool), and then compare their findings.

1. Interview #1: Administer job relevant skills tests and a cognitive assessment before meeting.
2. Narrow the field
3. Score The Omnia Assessment analyzed prior to the second interview. This will give you a better idea of personal characteristics and fit with the position. It will also highlight areas to explore during the second interview. It should confirm areas of concern you had in the first interview.
4. Interview #2: You might have the candidate sit for a short period with an associate in the same position.

8

Check references and background

Avoid negligent hiring by conducting a thorough background check of your final choice.

9

Make offer

Make a personal phone call to offer the position to the chosen candidate. Once the offer is accepted, send a follow-up letter that outlines important information such as start date, salary, benefits, and work hours.

10

Notify

Notify the other candidates and thank them for their time and interest. This courtesy goes a long way in maintaining a positive image of your company.



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