

RECRUITING EXCELLENCE

BACK TO BASICS CHECKLIST



If you have been following us for some time, you know that we often talk about building a solid foundation from which you can build your Talent Acquisition function.

In fact, we refer to it as **BACK TO BASICS**.

Our job at Beacon Lane is to help clients standardize and optimize their recruiting function.



Our goal is to help you hire talent *BETTER, SMARTER, FASTER*.

A by-product of the work that we do together is a more efficient process, reduced risk (compliance, operational, talent), transparency of information, and an improved candidate experience. Our “back to basics” approach helps dynamic, global organizations implement new ATS solutions with ease and prepares them for the infusion of some of the more exciting and innovative recruiting tech solutions in the market.

Recruiting Excellence is not achieved by technology alone. We also know that while tech is exciting and necessary, process is critical. You simply can’t optimize if you don’t have a solid foundation.

Beacon Lane’s **RECRUITING EXCELLENCE - BACK TO BASICS** checklist below is a recommended starting point. The larger, more dynamic your recruiting organization, the more difficult it can be to dial back to get your basics in order. The sooner you take action - hit the pause button to assess what you have vs. what you still need - the less time, money and energy you will have to invest.

COMMIT TO BUILDING AN ENTERPRISE-WIDE STANDARD PROCESS

1

Most businesses/departments within your organization will say they are unique and it can’t be done. It can. If you aren’t using a 3rd party, you will need a core project team that knows the process well, challenges the status quo, and is operationally savvy.

REVIEW YOUR CURRENT STATE THROUGH OUR GLOBAL RECRUITING FRAMEWORK™

2

Start by taking stock of your current state through the lens of **Beacon Lane’s Global Recruiting Framework™ - (Workforce Planning, Create Requisition, Post/Source/ Screen, Interview & Select, Offer, Pre-board, On-board)**. This is your “Discovery”. The devil is in the details here, so allocate several weeks/months to this important task.

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BEACON LANE
CONSULTING

Helping Companies Hire *Better, Smarter, Faster*

3

PLAN, DOCUMENT, AND SOCIALIZE YOUR FUTURE STATE

Leveraging what you learned about your current state, identify the gaps, risks, and opportunities. Document a desired future state (we tend to use Visio workflows), socialize it with key stakeholders, and come to a decision about process improvements to be made. You will need a dedicated workstream to make the changes to your process and to educate others.

4

CONDUCT A QUALITY OF HIRE STUDY

Know where your best quality hires come from. This means investing the time and resources to do a Quality of Hire study. It's worth it!

5

CREATE QUESTIONS FOR BETTER-FIT HIRES

Leveraging your Quality of Hire study, build your competencies by role, level, business. Use this information to create interviewer questions and assessments. This will lead to a better-fit hire and an elevated candidate experience.

6

TRAIN FOR COMPETENCY-BASED INTERVIEWS

Conduct interviewer training using your competency-based interviewing framework. You can also use this opportunity to train stakeholders on changes to the process that impact them or requires them to do something different.

7

BUILD TALENT COMMUNITIES

Start engaging with prospects through the use of Talent Communities - with a goal of having no requisitions start at point zero. Talent Communities enable you to build your pipeline of warm leads before converting them to applicants. You can use a stand alone CRM or work with your ATS provider (most offer a CRM and since it's the same provider, the integration is seamless).

8

CREATE A SILVER MEDALIST PROGRAM

Embed a silver medalist program into your process so that good-fit candidates are considered for other roles in the organization.

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9

INVEST IN A ROBUST EMPLOYEE REFERRAL PROGRAM

Invest in your Employee Referral Program so that at least 30% of hires come from referrals.

10

FACILITATE DIVERSE HIRING

Diverse hiring can only happen if Hiring Managers are presented with diverse slates. Ensure that your recruiters are presenting gender and ethnically diverse slates. Measure their performance against this.

BONUS-1

Choose 3-5 meaningful metrics and determine your baseline as well as your targets for 2-3 years out. Socialize these metrics in a way that is meaningful to your Executive Leadership Team - e.g. Time to Fill by itself doesn't mean much! What does an open sales requisition equate to in terms of revenue vs a data analyst requisition?

BONUS-2

Once you have the basics in place, consider where technology can help you gain efficiencies, enhance the candidate experience, and lower costs. Two areas to consider are auto sourcing to help with your funnel and AI for scheduling interviews. Data shows that up to 80% of a Coordinator's time is spent on scheduling and rescheduling.

Implementing the Basics can take up to a year, depending on the complexity of your organization and the way in which change is adopted. It's best to have a dedicated team and lead to ensure that there is a holistic view from beginning to end. You are also likely to get better results if you include other stakeholders such as select members of the Recruiting team and representation from your HR and Hiring Manager communities.

If you prefer to expedite this process and have it done by a team of experts who specialize in this area, **Beacon Lane** can help. If you opt to do this in-house but have questions, we are always happy to answer questions. Either way, just contact us and we will help you figure it out.