



Hiring Toolkit

STEP 1



Legal Considerations

The first step in your hiring process should be to develop a solid understanding of applicable laws.

STEP 2



Create Job Description

A job description is what a recruiter or hiring manager will use when hiring a new employee, and it will also be a candidate's first interaction with your company.

STEP 3



Recruitment

Hiring failures are costly. Avoid wasting time and money by properly recruiting for your open positions. Know your Employer Brand and have a recruitment strategy.

STEP 4



Interviews

Maximize the interview process by being prepared. An organized process and effective questions obtain the information you need and make a good impression on candidates.

STEP 5



Onboarding

All new employees are onboarded. It's the process of integrating a new hire into your organization. Effective onboarding is an opportunity to create engagement.