

## Recruitment Checklist

There are many ways to find a right candidate, just like most things in life some are more effective than others. Furthermore the task of finding the right candidate is not an activity that fundamentally changes based on the economic situation, in fact when the economic situation is poor making sure you have the right candidate becomes even more important! The checklist below should provide you with some areas where you can look at enhancing your recruitment strategy.

Area	Yes	No
Do Internet search engines form part of your toolbox for finding passive candidates?		
How many positions are filled through job referrals from both existing employees and candidates, best in class is around 50%.		
Do you have a presence on social networks such as LinkedIn, Facebook and MySpace, and you mining this data for possible candidates?		
With so many people generating online content through photos, blogs, video, and audio what is this doing to your Employer Brand? Does it match your recruiting messages?		
Are you using employee blogs as a method of allowing the workforce to see what it is like to work inside your organisation?		
Much of the work recruiters undertake is to build relationships with prospects, where is this information being stored? Do you know all of the interactions your organisation has had with the prospect?		
Some of your best hires can come from alumni, aka boomerangs, do you provided a simple method of keeping in touch with them?		
With so much information available online are you using this as part of your background checking process? If so how do you balance the personal vs professional information		
Candidates are also background checking your company, do they find positive information or negative? What are you doing to help promote your brand?		
Social networking tools provide unique low costs methods for building on boarding programs, what is your approach?		
Is the mobile web part of your strategy? How are you interacting with people who live on their mobile phones? Do you have a .mobi domain?		
Is video and audio distributed as part of your careers web site? Have you assessed the potential of video resumes or interviews?		
Once the New Hire starts with your organisation does the culture accurately match the brand you have been promoting?		

If you answered No to any of the above contact Inspecht to find out how we can help you with your recruiting strategy, [contact@inspecht.com.au](mailto:contact@inspecht.com.au).