

RECRUITING AS A 10 STEP PROCESS

GOODYEAR



1 RACE PLANNING

Introductory Consultation

With the client, we gain an understanding of the organization and the position. Experience with previous assignments enables us to assist clients in assessing the demands of the position, the qualifications of the individual who can best fit it, and the client's expectations of the marketplace.

2 RACE PREPARATION

Drafting and Approval of Position Specification

We next prepare a detailed position specification paper. This written document communicates the dimensions of the opportunity and is shared with prospective candidates.

Formulation of Search Strategy and Research

Concurrently, we formulate the search strategy most likely to produce the best-qualified candidates. We then target industries and companies through the use of tools like our database, the Internet, associations & consultants, and the use of special research firms.

Race Officials = INTERVIEW PANEL



SUBORDINATES & PEERS

HUMAN RESOURCE DEPT.

HIRING MGR. & KEY EXECs.

3 START YOUR ENGINES

Benchmarking

We will often create a custom application for the position. By discussing with our client which candidates have been reviewed and rejected, and specifically why, we're given another perspective on the kind of people that will be acceptable. This communication helps drive the search toward the satisfactory conclusion we both seek.

4 RACING FOR POSITION

Identification of Prospective Candidates

Based on the many sources of information available to us, we've now compiled a broad list of prospects for the position. Through our telephone discussions and the exchange of paperwork, we begin to get to know the prospective candidates.

5 RAIN DELAY

Interviewing of Prospective Candidates by Recruiter

We now conduct personal interviews with those prospects that appear to be best suited for the position in order to properly evaluate their qualifications, motivational factors, personal compatibility with the client organization, and level of interest in the opportunity.

7 PIT STOP

Interviews of Candidates by Client

Typically there's a phone interview, then a face to face with hiring manager. Then corporate interviews. Then a final follow up interview.

6 CAUTION FLAG

Introduction of Candidates to Client

The selected candidates who emerge from the screening as well suited for the position are now introduced to the client. We also include reasons for past job changes, relevant motivations, and a relocation and compensation snapshot.

8 NARROWING THE FIELD

Reference Checking

When finalist candidates are identified, we contact as references individuals who are qualified to comment in depth about the candidate's leadership abilities, integrity, technical competence, specific achievements, and personal characteristics. This helps to verify and augment impressions gained during the interview process.

Corner Workers = REFERENCE CHECKS



FAMILY & FRIENDS

CUSTOMERS & CONSULTANTS

PEERS & SUPERVISORS

9 LAST LAP FLAG

Negotiation of Offer and Closing

During the negotiations stage, our outside perspective and recruiting experience enables us to provide recommendations to our client. By serving as an intermediary, we can often work out details that may have significant bearing on final acceptance or rejection of the offer.

10 THE WINNERS CIRCLE

Start Date & Beyond

Although the recruiting process is complete when an offer is accepted, the following issues remain: **Removal of Contingencies:** Physical, Drug Screen, Non Compete Review, Proof of Citizenship, HR Application, Signatures of Secrecy and Non Compete Documents etc... We also need to **Prepare for the Start Date:** Resignation of Current Job, Scheduling a Start Date, House Hunting Trips, Preparing Home for Sale, Preparing for Relocation etc...

A Winning Combination for Employer and Employee!