

Healthy Hiring Habits

Tips to establish a positive candidate experience



IDENTIFY

Understand the responsibilities of the position and what skills are needed to be successful.

Ask: Did what we have work before? Does anything need to be changed?



REFERENCES

When finalist is selected they should be notified of the reference process before you begin.

Ask: Is there anything I would like more clarity on from the interview?



TIME

Ensure those responsible for hiring are prepared and committed to engaging with candidates quickly.

Ask: Can I begin screening in 2 weeks?



OFFERS

Connect with Human Resources to establish a competitive offer that makes the finalist feel valued.

Ask: Did the finalist share any concerns that may prevent them from accepting the offer?



SCREENING

Incorporate methods to ensure your search is unbiased and inclusive.

Ask: Are there transitional skills that may be used in the position?



DOCUMENTATION

Provide clear and concise notes explaining the outcome of the search.

Ask: Do the notes explain why the candidates interviewed were selected to move forward or not?



INTERVIEWING

Establish a process and share it with candidates to provide transparency.

Ask: Are we being consistent? Are we probing to understand the true depth of the candidate?



ONBOARDING

Plan ahead to ensure your new employee has an excellent initial experience.

Ask: Do you know all the systems and tools your new employee will need access to?.



#WHEREPASSIONMEETSPOSSIBILITY

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