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 a 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?

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?

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?

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?

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