7 keys to being a PRO recruiter   CareerPlug

1 **Assign someone in your office as your Recruiting Administrator**

They will be the person who checks CareerPlug during the day, contacts all new applicants (via phone/ email/ text), and schedules initial phone screens with candidates for your hiring manager. In most instances this is not the business owner – instead someone who handles all the details.

2 **Post your jobs to online job boards and social media (and utilize employee referrals)**

Indeed, Glassdoor, CareerBuilder, ZipRecruiter, and Craigslist are the biggest online job boards. For social media, have your job posted on LinkedIn, Facebook, and Twitter. Make sure you also have a strong employee referral program in place to get even more candidates.

3 **Contact all candidates within 15 minutes of applying**

Your Recruiting Administrator should contact all applicants within 15 minutes of applying (via phone/ text/ email). Even if you can't commit to an in-person interview immediately, have your recruiting administrator set up a phone interview to get an initial gauge of the applicant.

4 **Consider using text recruiting**

Give your applicants the option to opt in to being recruited via text. You can use text messages to reach out to candidates to schedule interviews. 90% of texts are opened within 3 minutes of being sent.

5 **Always Be Recruiting (ABR)**

Plan 30-60 minutes per day to focus on recruiting & hiring (time will vary on hiring needs). All franchisees should Always Be Recruiting to fill needs or upgrade their team. This is also the best way to build your bench for your future needs.

6 **Use your candidate evaluation tools to hire superstars**

Make sure you go into your interviews with a plan. A strong hiring process leads to consistent results and can help you hire great people. Look up interview guides and scorecards, find out how to conduct a reference check and background checks. Consider using personality and aptitude assessments like the ones used by CareerPlug clients, and have other employees sit in on interviews.

The more resources you have at your disposal, the better you and your team will be at interviewing candidates.

7 **Hire your candidates, fast**

When unemployment is low, speed to contact is king. Reach out to your best candidates early and keep them engaged. The quicker you can hire an employee, the quicker you can get back to running your business. Consider using a software to make the onboarding process paperless. This leads to a more standard process and helps you not worry about staying organized with paperwork as much.

Review
Review 15 minutes after applicant applies
If Pre-Screen Score <80 contact within 24 hours
If Pre-Screen Score is "D," send rejection email

Assess
24 hours after assessment
If Assessment Score does not meet benchmark, send rejection email

Phone Screen
24 hours after phone screen
If Phone Interview was poor, send rejection email

Interview
24 hours after interview
If In-Person Interview was poor, send rejection email

Reference Check
24 hours after references
If References are not good, send rejection email

Offer
Complete Background Check
If no response after Offer, send rejection email

Background Check
24-72 hours is average response time from vendor

Hire
7 days after apply
If Background Check has failed, send rejection email