

**Designed by Elevate Creative Group** 



Finding a reliable staffing agency can be difficult, considering there are multiple factors involved in hiring. The staffing agency must put in the effort to make the right choice for the company looking to hire, and this is done by creating a detailed hiring process that is monitored to guarantee every part is covered.

The purpose of a staffing agency is to hire for a company as if the company was doing hiring themselves. Our goal is to create a sustainable strategy that enables every job to be filled, to the standards of the company looking to fill the position. We achieve this by creating an understanding of the client's wants and needs while still communicating during each stage of the process. Determining each step of the hiring protocol a better idea is shown of what is happening for each candidate within a stage of the hiring. Creating a template to follow for each job posting and organizing the steps creates a view on how simple job posting should be in the future.

Illustrating each step of the recruitment process can bring to light what communication is needed to strengthen the posting, whether that is with the client and or the potential candidates. The aim is to understand all of the factors that come with the position looking to be filled, including the initial inquiry, creating the job listing, and the hiring process. It's also important to understand the problems that could arise and those possible solutions. Breaking down each step of the process can create a clearer picture of what precisely the job posting should be.

# A starting point for job listings



## Possible issues that could arise



# The solutions to the issues above



### Communication

Constantly with the customer and candidates



#### **Rates**

Assessments of surrounding areas to compare from



#### **Time**

Install our own system, timecards, imports/exports



# **Training**

- Providing less volume and more quantity
- Takes longer but lasting results
- Less turnover



## **Safety**

Daily walk-throughs, associate training



# **Supervisors**

- Proper documentation
- Open dialogue with customers

Getting to know all aspects of the job will help with fully understanding what is needed to fill the open position. The initial meeting with the client should focus on what they are looking for in the role. The meeting consists of creating a list of what the client wants from the possible employee, like getting all of the details of the position being filled. Every person involved with the open job posting should have a say in what exactly should be the requirements for the candidate.

It's also essential to gain knowledge of the surrounding businesses and how they run their business, including salaries, shift times, and the demographic of who is being hired, are essential for the job being posted. Taking into account what is happening around the business will give a starting point on how to handle the open position and how to create the best listing for the client. After looking at what the surrounding businesses are offering to their employees, and discovering how that can help with the client's job opening, take into consideration what happens after the hiring process.

The understanding of how to manage the new hire with the current employees is done by looking at what issues can come up at the business and how those are handled appropriately. Each problem that can transpire has its own catalyst that causes it and how the problems can be managed successfully without it coming up again. These can be communication issues with supervisors and other leads, time reporting, safety, and training.



Within each of these issues, communication is a top priority to adjust what can be done. The break-down in communication can be a domino effect on issues and increase without a good baseline. Communication throughout each step of the process makes for a stronger connection with the client, the hire, and the reputation of the company itself. Building a relationship with communication as the number one priority can create a better environment for the hire and show to the client that their input during each step of the process and their company is valued.

Focusing on the overall needs of each part of the job and not making the mistake of generalizing on basic needs will result in a better hire and long term employee. The goal of the job posting should be to discuss how the overall function of the position is done and to hire someone that fits all the requirements, but also has the right personality fit for the company environment. Looking at just the basics will lead to more turnovers, consistently having to hire employees that aren't seen as a growth for the company.

MVP is the company that takes into account all sides of the job search, hire, and longevity of a hire. The most important thing to take into consideration is how successful the hire is and how well that hire fits with the needs at hand.



