

# 50 One-Minute Tips for Recruiting Employees: Finding the Right People for Your Organization (1st Edition)

## Course Specifications

**Course Number:** CCT-001\_rev4.0

**Course Length:** Self-study or classroom training

## Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

**Course Objective:** The learning objectives for 50 One-Minute Tips for Recruiting Employees are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To outline procedures for planning and implementing effective recruitment strategies
- To describe simple and effective recruitment techniques
- To present special tactics for recruiting young persons
- To offer strategies for recruiting older workers, those in career transition, legal immigrants, and other classes of potentially eligible applicants
- To describe basic techniques for screening job applicants
- To define methods for selecting new employees

## Course Content

### Part 1: Do Your Homework

Tip 1: Build Respect and Become an “Employer of Choice”

Tip 2: Understand Loyalty and Commitment

Tip 3: Keep Your Strategies Current

Tip 4: Identify the Requirements of Each Position

Tip 5: Identify the Best Features of Your Jobs

Tip 6: Identify the Best Features of Your Organization

Tip 7: Ensure that Job Titles Reflect the Jobs

Tip 8: Develop a Recruitment Package

Tip 9: Make Your Total Compensation Competitive

Tip 10: Use a “Cafeteria Plan” for Bonus Benefits

Tip 11: Remember That You’re Not Alone—Seek Allies

Tip 12: Emphasize the Value of Your Employees

Tip 13: Remember That Hourly Pay Isn’t Everything

**Part 2: Find the Best–General Recruitment Techniques**

- Tip 14: Consider Current Employees First–Promote from Within
- Tip 15: Reward Current Employees for Referrals
- Tip 16: Recruit Former Employees
- Tip 17: Make Employment Ads Memorable
- Tip 18: Use Current Employee Endorsements in Employment Ads
- Tip 19: Recruit Your Customers
- Tip 20: Provide Your Recruitment Package with Sales or Services
- Tip 21: Contact Your State Employment Commission
- Tip 22: Be Creative in Where You Look
- Tip 23: Add an Employment Section to Your Organization’s Web Site
- Tip 24: Include an “Employment Center” on a Public Bulletin Board
- Tip 25: Participate in Community Events and Programs

**Part 3: Develop “Youth Appeal”**

- Tip 26: Evaluate Your Dress Code
- Tip 27: Use the Buddy System
- Tip 28: Sponsor Work-Study Programs
- Tip 29: Invite Classes for Tours and Discussions
- Tip 30: Meet with School Guidance Counselors
- Tip 31: “Mobilize” Your Message!

**Part 4: Foster Workplace Diversity**

- Tip 32: Celebrate Diversity
- Tip 33: Remember Your BOQs!
- Tip 34: Consider Lateral Job Changes
- Tip 35: SOS! (Seek Out Seniors)
- Tip 36: Consider Applicants in Career Transition
- Tip 37: Seek Legal Immigrants

**Part 5: Screen to Ensure Success**

- Tip 38: Make Yourself Available
- Tip 39: Conduct a Two-Minute Screening
- Tip 40: Provide a Short Tour of Your Workplace
- Tip 41: Use a Legal Application Form
- Tip 42: Conduct a Meaningful Interview
- Tip 43: Use Appropriate Applicant Tests
- Tip 44: Check Applicant References

**Part 6: Start Smart– Employee Selection and Orientation**

- Tip 45: Make a Timely Decision
- Tip 46: Seek Attitude Before Skills
- Tip 47: Implement Drug Testing
- Tip 48: Keep Your Recruitment Package Updated
- Tip 49: Put It in Writing!
- Tip 50: Conduct a Post-Hiring Interview