

Here's the Process.

1. Set the date and venue of the event. - Begin with the end in mind!

- * Allow time for sufficient marketing of the position
 - o When?
 - o Does the venue depict the level of professionalism of the company?
 - + Where?

2. Identify what you are looking for & prepare. – If you don't know what you are looking for you are sure not going to find it!

- * List requirements, duties, tasks and responsibilities of the position.
- * Skills that are required
- * Pay range
- * Set up voicemail system
 - o It may take several days to get the system live. Make sure it is ready before the ad is live.
 - o Voicenetion is the preferred resource. They can provide a local number in which messages are pushed to your email acct.
 - + Sign up online at www.voicenetion.com

3. Generate Leads for Position – CAST A WIDE NET!!!! (Facebook, Job Boards, Industry Forums, Schools, Craigslist, etc)

4. Phone screening of leads

- * Write Script
 - o Energetic greeting
 - o Position responsibilities
 - o Describe Ideal candidate
 - o Leave you name and contact info
 - o Tell them to take 1 -2 minutes to answer each of the 3 following questions
 - o Question Examples (pick 3)
 - + What has been your life's greatest achievement?
 - + What frustrated you most about your last position or job?
 - + What attracted you to respond to our advertisement?
 - + What actual experience have you had....?
 - + Why do you think that you're the kind of person we're looking for?
 - + Why you will be successful at this position?
 - + What do you think this position is worth?
 - + Why you are the right person to be hired?
 - + What are your 3 Strongest attributes?
 - + Thank you for calling and I look forward to hearing your responses
 - o Complete recording to your satisfaction

- o Listen to messages and take notes on
 - + Don't listen for who to select. Listen for who to eliminate.
 - + Read between the lines of their responses.
 - + The questions are to get them talking.
- o Put together a list of candidates that you chose not to eliminate to invite to the interview.

5. Group Interview Session

- * Greet and welcome
- * Give format for the rest of the evening
 - o Introduce themselves and answer the questions
 - + Their Background
 - + What attracted them to this job?
 - + Why will you be successful at this position?
 - o Candidates introduce themselves, give background, and answer questions
 - o Ask questions to the group
 - + What sort of jobs have you been applying for? Why
 - + What are you looking for in a job? Why?
 - + What do you want to achieve in life? Why?
 - + How do you see (company) helping you get there?
 - + What do you think the job is all about?
 - o Let know will be contacted over the next day if they are to be considered for the next level
 - o Thank everyone for their time
 - o Questions and Answers from Candidates.

6. Post Interview

- * Eliminate candidates
- * Names remaining candidates on flip chart
 - o Likes
 - o Dislikes
 - o Eliminate more candidates
 - o Review Applications & Resumes of remaining
 - o Shortlist and rank top candidates according to preference final interview
 - o Pick your candidate!