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**TAX/AUDIT/MANAGEMENT CONSULTING/
DIGITAL OPTIMISATION/TRAINING**

RECRUITMENT PROCESS FOR ORGANIZATION

Recruitment is a core function of the Human Resource department. It is a process that involves everything from identifying, attracting, screening, shortlisting, interviewing, selecting, hiring, and onboarding employees. The recruitment teams can be large or small depending on the size of an organization. However, in smaller organizations, recruitment is typically the responsibility of a Business Manager. Many organizations outsource their recruiting needs, while some companies rely exclusively on advertisements, job boards, and social media channels to recruit talent for new positions. Some companies of today, use recruitment software to make their recruitment process more effective and efficient.

What Goes into a Perfect Recruitment Process?

An efficient recruitment process is an organization-specific sourcing model that aims to find the right fit for the right job at the right time. It is a step-by-step approach to bringing in talented people who can help the company grow. Every recruitment process is typically targeted towards attracting qualified candidates and encouraging maximum possible job seekers to apply. This makes it possible to build a big pool of talented players in a tight job market and minimizes the time involved in finding candidates and filling roles for the present and future requirements of the company. A well-planned and thoughtfully crafted recruitment process helps the hiring team filter the right candidates faster while staying focused on engaging the eligible candidates for maximum conversions. The recruitment process not only reflects the company's professionalism but also helps attract the right kind of candidates while saving the time and money spent on identifying, attracting, engaging, recruiting and retaining talent.

7 Phases In A Recruitment Process

The recruitment lifecycle consists of seven interrelated steps which are as follows:

1. Identifying the Hiring Needs
2. Preparing the Job Description
3. Talent Search
4. Screening and shortlisting
5. Interviewing
6. Evaluation and Offer of Employment
7. Introduction and induction of the new employee.

The recruitment process starts off with recruitment planning that involves analyzing and describing job specifications, qualifications, experience, and skills required to fill the open positions.

If the recruitment plan is not well-structured, it may fail to attract potential employees from a pool of candidates.

Factors That Influence Recruitment

1. Size of the organization
2. Salary structure
3. Work culture and working condition within the organization

4. The growth rate of the organization

A strong recruitment team ensures a strong recruitment process. The team's role in the recruitment process is crucial because one wrong decision can affect the productivity of the entire workforce.

The best recruitment team should be able to:

1. Clearly identify the job vacancy and define the qualities of an ideal candidate.
2. Write a clear job description to enable candidates to understand the job and to assess whether they are the right fit.
3. Create an outline detailing the qualities needed in an ideal candidate, which will also help later during the candidate selection process.

2. Preparing the Job Description

Once you know exactly what you need in terms of knowledge, skills and experience, it is time to determine the duties and responsibilities of the job. Preparing a comprehensive job description (JD) will help you know what your potential employees must have in order to meet the demands of the role. More importantly, it provides your prospects with a checklist or a list that they can compare themselves to before applying. It is a tool to ensure that you get applications from the right candidates (hopefully).

3. Talent search

4. Screening and Shortlisting

Screening and Shortlisting Candidates

A survey of recruiters revealed that while 46% struggle to attract top talent in the current candidate-driven market, 52% confirmed that the most challenging part of hiring was identifying the right candidates from a large pool of applicants.

In order to move forward with the recruitment process, you need to screen and shortlist applicants efficiently and accurately. This is where the recruitment process gets difficult and challenging. You can resolve this recruitment bottleneck by following these four steps:

Next, sort resumes that have the preferred credentials by looking at their certifications, relevant experience, domain expertise, technical competencies and other specific skills that are required for the role. Then, shortlist candidates who have both the preferred credentials and the minimum qualifications. Finally, flag any concerns or queries in the resume so they can be clarified during the interview.

5. Interviewing

The shortlisted applications will now move through the interview process prior to receiving an offer letter or a rejection note. Depending on the size of the hiring team and their unique recruitment needs, several interviews may be scheduled for every candidate.

Telephonic Screening/Video Interviewing

Face-to-Face Interviewing

Interview Tips

Interviews are a two-way process. During the process, the potential candidate also assesses whether your company is the right fit or not. So, be courteous, respectful

and sell the benefits of the job role and the organization.

Prepare questions that give you deep insights into every job applicant's professional background to assess whether they might be a good fit for your open role.

Refrain from asking abstract questions to check your candidate's reaction; rather, keep your questions relevant to the role.

Interview Tips

6. Evaluation and Offer of Employment

This is the final stage of the recruitment process. You should never take it for granted that the candidate will accept your offer. However, if your candidate has patiently completed all the paperwork and waited through the selection process, the odds of accepting the offer are high.

The recruitment process is not easy, so if you have a structured format to follow, you wind up with more time to stay focused on finding the right fit for your business.

Checking the References

Once the final selection for a position is done, it is time to check the candidate's professional references and verify all the employment details. If you find that everything is in order, it is time to draft your employment contract and make the offer.

Making the Job Offer

The offer letter should include everything from the start date and the conditions of employment to the work hours and the compensation while ensuring that every detail is clear and unambiguous.

Onboarding

Every new hire feels awkward at first, but you can win some really good loyalty points here by putting in some extra effort and helping your new hire settle in. Instead of just showing them around the office and making sure all the essential supplies are handy, make them feel welcome by making special arrangements for lunch and getting colleagues to talk about non-work stuff.

7. Introduction and Induction of the New Employee

When applicants accept the job offer, they officially become the employees of the company. The joining date and time is communicated to the employee. Once that's done, pre-employment screening that includes reference and background checks are conducted. Once the verification is done, the employees are then introduced to the organization. The induction process of the employees then begins. During the induction process, a welcome kit is usually given to the new employees, and then the employment contract is signed.

Benefits of a Good Recruiting Process for the Organization

An up-to-date recruitment strategy positively impacts the bottom line in multiple ways. Better quality hires, an improved retention rate, reduced cost and enhanced job satisfaction are some of the benefits of following the best practices in the selection process. All of these benefits, when put together boost overall business success.

**For more information on recruitment process
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THANK YOU!