

Recruitment Recommendations

Hiring decisions should be well thought out, and the interview process should be thorough and include representation from multiple layers of the department/organization. Not sure where to start? Review the following recommendations:

- Require multiple candidates to be interviewed
- Ask the same questions of each candidate
- Use a matrix to determine your top candidate; ask your recruiter to help you create one
- Complete and file interview notes on each candidate
- Interviews should consist of multiple rounds
 - One round may be a one-on-one discussion
 - Another round may be a team or panel interview
 - Final round may be with head of department, as appropriate