Candidate Recruiting Process:

1. Receive a job order
2. Source candidates
3. Screen applicants
4. Shortlist candidates
5. Interview candidates
6. Conduct testing
7. Extend a job offer

1. Receive a job order

When you receive a job order from your client, you can get the recruitment process rolling. A job order should include information about the position you're filling and a well-written job description.
The job description should tell potential applicants everything they need to know about the job, including:

1. Job title
2. Detailed description of the job
3. Required and preferred qualifications
4. Location
5. Salary range

If the job description does not give enough information, or if it is not written in a way that could attract top talent, consider re-writing it.

To find applicable candidates, you need to understand the job order. Ask your client questions about the job order if you need more clarification.

2. Source candidates

Once you fully understand the open position, the next step of the recruitment and selection process is to source candidates.

There are many ways you can source passive candidates and active candidates. Active candidates are those actively looking for work while passive candidates are not. Successful recruiters are able to source both types of candidates.
You can source candidates using the following tools and sources of recruitment:

- Social media
- Online job boards
- Your recruiting database
- Referrals

Social media is a great tool for finding both active and passive candidates. You can post job descriptions on your social platforms.

Online job boards attract active candidates. And, some job board integration works with your recruiting software, so you can add applicant information directly into your database. Your own **recruiting database** is a great resource for sourcing candidates. If you use recruiting software with an applicant tracking system, you have candidate information stored. You can reach out to candidates to let them know about the open position. Many people can **refer** you to top talent. Talk to candidates you successfully placed. And, you can work with other recruiters in split placements by sharing job orders and candidates.

3. Screen applicants
Screening applicants is a vital step in the recruitment and selection process. This is where you can learn more about each applicant, which helps you narrow down your pool.

You can conduct telephone screenings and include a variety of pre-screening interview questions. During screenings, ask behavioral interview questions that allow you to learn more about the candidate's personality and how they would function in the open position. Ask candidates about themselves, including their work history and career goals. Verify that they understand the job description and are qualified.

Phone interviews should last about 30 minutes. Though they won't be as long as a full interview, you can still learn enough to help you narrow down candidates. Create a candidate scorecard to rank candidates and keep track of their responses. Take notes so that you can compare candidates after you have talked with all of them.

4. Shortlist candidates
Recruitment shortlisting is the process of advancing a few candidates from your pool. Your shortlist of candidates should be around three people.

These are the candidates you want to invite for a face-to-face interview with your client. Your client does not have time for one-hour interviews with 20+ people.

Narrowing down your pool of candidates can be challenging because you don't want to advance the wrong candidates. Take the time to learn about each candidate's experiences, qualifications, and personality so you can be confident you shortlist the right people.

5. Interview candidates
After you have narrowed down your candidates, you need to pass along their information to your client. Then, your client will interview the candidates. Typically, you should be present during interviews to take notes, ask questions, and give your opinion afterward.

The face-to-face interview helps you and your client really get to know the candidates. You can study their body language and ask more behavioral interview questions. The interview process helps you and your client get a feel for the candidate's work ethic.

Again, use an interview scorecard to rank candidates and compare them later. Rank candidates on things like experience, education, and skills.

6. Conduct testing

To further test a candidate's skills, you and your client might consider conducting job-fit tests. A job-fit assessment test helps you and your client determine how the candidate would mesh with the company.

A job-fit test can take anywhere from 30 minutes to one hour. It asks a series of questions candidates must answer honestly.

You should also conduct background checks on each candidate. And, you need to check references to verify information and learn more about their character and work ethic.

7. Extend a job offer

The final stage of the selection process is actually selecting a candidate. Extend the job offer to the candidate your client wants to hire.

The candidate might try to negotiate the salary your client offers. Talk with your client to see whether the requested salary is possible.

If the candidate declines the job offer, you will either need to go back to the other top candidates or restart the recruitment and selection process.