Cut Down on Time to Hire

The Power Transmission / Motion Control Industry (as with most industries in the current economy) is very much in need of talented professional individuals to drive our business forward. Lately it seems that the "need" far outweighs the talent available.

A low time to hire has always been a priority, but in today's market, it is imperative that our HR professionals or hiring managers act quickly and intelligently to ensure skilled talent does not go elsewhere. That being said, one cannot sacrifice the quality of talent, just to achieve hiring efficiency. The ramifications of a bad hire, not only restart the hiring process but have costs well beyond the hiring process itself.

Below, are some suggestions on how you might improve your time to hire process and hiring success.

Methods:

_____**Use Data** – you cannot improve if you do not have data to determine where you are presently

- Over all time to fill a role
- Time between stages (resume submission to phone interview to in person interview)
- Time from establishing final candidate to making an offer
- Ratio of good candidates to poor candidates

Remember, estimates are that you only have appx. 10 days before your top prospects have been hired elsewhere. Analyzing the data, will enable you to focus on the problem areas that are delaying your hiring process, and perhaps hampering your ability to land that perfect candidate.

_____**Structured Hiring Process**

- <u>First have a process</u>. It is surprising how many organizations do not develop one.
- Physically map out the process, this will give you next steps, as well as time expected for each step. It will make it easier to identify potential delays (remember, you have 10 days only). It will also make it clear where you are in the process and what comes next

____Write More Effective Job Descriptions

- Try to stay away from a description that focuses solely on responsibilities and requirements – what your organization expects from the candidate.
- Be sure to also focus on what your organization can do for the candidate.
- This will attract qualified candidates that will better fit your requirements and your organizational culture.
- Ensure that your job descriptions are gender-inclusive (gender neutral wording)

https://www.ptda.org/resources/executive-management-resources/human-resources/ptworkforce/recruitment-resources/pt-mc-sample-job-descriptions.aspx

____Provide Hiring Management Interview Training

- Provides the required tools and confidence to hiring managers, whom might otherwise delay. This could be due to confidence, time or simply nerves.
- Provides a structured interview process (see item 2) – establishes time lines questions and expectations.

____Recruit Internally

- Though this does sound obvious, it is not always followed. Especially with "critical" positions, Management will sometimes "assume" an internal candidate does not exist and jump straight to external sources. Always explore within your organization first. This will greatly reduce time to hire and also provides opportunities for existing team members to grow and contribute further to the organization.

____Establish an Internal Referral Program

- Offer monetary rewards for referrals that are hired. PT/MC is a tight knit industry. It is very likely that your people already know someone that would be the perfect fit. This decreases the hiring process time, as you avoid job posting and candidate vetting.
- Your team members are also, not likely to refer a candidate that is "sub-standard" as their reputation within the organization and industry could be effected.

____Keep Up With Digital Trends and Social Media

- Candidates today, like to work for an organization that keeps current with the most up to date digital and social media trends
- Keep your company website up to date (both with format and content)
- Update (and keep current) your careers page.
- Strengthen your organizations "brand" on line. By being current and strong, you will attract candidates (fill your pipeline) even if you are not currently in a position to hire. When an opportunity arises, you will already have a solid base of candidates to pull from.

- Keep an eye on your organizations reviews on line. Sites, such as Glassdoor will be utilized by many potential candidates before they even consider a discussion (of any kind) with your company

____Making an Offer

-Once you have found that "perfect" new team member – do not delay making a job offer. Remember you have a very small window of time to hire a qualified candidate. Ensure that they have not accepted an offer from someone else, just because you delayed.

- If the candidate makes a counter offer – be prepared to negotiate. If you have followed your hiring process effectively, you will already know your candidate well. With this knowledge strive to make a terrific offer that might include perks that go beyond just the salary numbers.