Recruitment Process Guide: Sample of Guide and Form
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A company is only as good as its employees. A great company recruits great people who can successfully implement the organization's business strategy. The recruitment of new employees is one of the most important functions that managers perform. If done properly, the company will thrive. If done poorly, it can be costly and have a negative impact on everyone in the organization.

There are five key steps in the Recruitment Process:

1. **Planning**
2. **Attraction**
3. **Selection**
4. **Onboarding**
5. **Evaluation**

**PLANNING**

1. **Determine workforce requirements**
   - forecast the company's demand for and the supply of future employees
   - review various metrics such as budget, sales projections, growth, expansion, new markets and expected turnover (both voluntary and involuntary) to determine the organization's demand for employees
   - consider factors such as labour markets, demographic trends and availability of specialized resources (e.g. IT professionals, engineers, accountants, etc.) to determine the available supply of employees
   - identify the position(s) required to be filled
   - determine the employment category for the position(s) being recruited (full time, part time, permanent, temporary, contract) (Appendix A)

2. **Obtain necessary approval to conduct the recruitment (Appendix B)**
Appendix B: Staffing Request Form

APPENDIX B – STAFFING REQUEST FORM

All requests to hire for salaried positions must be approved by the President (this includes both replacements for existing positions or positions that are new to the Company).

To be completed by the Manager / Supervisor requesting recruit:
Manager Name: __________________________  Title: __________________________
Department: ____________________________  Location: __________________________

Requesting Recruit for (Position): __________________________

Responsibilities include:

- __________________________
- __________________________
- __________________________

Reason for requesting staff:

- __________________________
- __________________________

Expected Salary: __________________________

Please attach a job description, sample contract agreements and all other pertinent materials.

Manager Signature: __________________________  Date: __________________________

To be completed by the President:

Approval Granted: Yes [ ] No [ ]
If no, provide reason: __________________________
Signature: __________________________  Date: __________________________
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Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.