



**SALOPEK
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

Recruitment Process Guide: Sample of Guide and Form

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE



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Recruitment

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)**

Appendices

Appendix B: Staffing Request Form



Recruitment Process Guide

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.