**Hiring the Best Quickly**

Hiring employees is a time consuming task that is essential to meeting business goals. However, a deluge of applications can take hours to read through and narrow down to the few select ones that will be interviewed. Then, depending on the company, there are one or two interviews to go through before making a decision. There must be a streamlined method to hiring the best employees in the shortest amount of time.

The first place to start is to create a hiring plan and stick to it when hiring employees. Hiring plans can be broken down into five strategic areas. Using these strategies, develop a plan based on each area that fits the company.

**Create a Hiring Plan**

**Budget:** Is there a budget in mind for the hiring process? Some companies don’t put a dollar amount on hiring, if not, this area can be skipped. If there is a budget, determine how many employee hours are available using the budget. Include the cost of advertising for employees in the budget.

**Advertisement:** Attract only the best candidates by spelling out clearly what the requirements are for the position. For example, if a degree is required make sure the ad clearly states that it is a must have in order to be considered for the job. Don’t leave room for people to misinterpret the ad and flood the mail with resumes that aren’t of the right calibre.

**Pipeline Planning:** Pipeline planning can mean the difference between hiring quickly and weeding through a mound of new applications and resumes. Pipeline planning means keeping resumes and applications on file after filling a position, these resumes and applications are a fresh pool of potential employees when another position arises.

In particular keep those who were close to getting the job but were beat out by a minor difference. Keeping the cream of the crop resumes means that less checking and questioning has to be done. With any luck, a phone call can have them back in the office for a final interview.

**Candidate Profiling:** Make a detailed listing of what type person is desired for the position. Other employees in the office provide all the details that are needed. For example, if most of the stellar employees in the office have a degree, have worked in the field before, or are highly energetic, then the profile for future employees might include those items.

Having a candidate profile also makes weeding through resumes quicker. For instance, if a degree is going to be a requirement, skim through resumes and pull out all those having a degree listed.  Once those have been pulled out move on to the next item on the profile list and keep doing this until the all the items on the profile list have been filtered. The remaining resumes are candidates for the position.

Candidate profiling can go one step further before actual interviews take place by doing a brief initial screening over the telephone. Call the applicant and chat a few minutes with them over the telephone about their past job history, why they chose the company, what pay rate they are looking for, and other questions. This brief interview can help screen the applicants one step further.

**The Interview:** In order to make the most use of time and hire someone as quickly as possible interview only those applicants that have been filtered out using the steps in candidate profiling. Before interviewing, call previous employers and do any background checking that is required by the company. Schedule the interview for a time that is least disruptive to schedules at the office and plan to have the department heads available for a brief visit with the potential employee.

The interview process should be streamlined. Create a pre-defined set of questions to ask the applicant. These can either be directly asked or given in the form of a pre-employment questionnaire. This can contain job related questions, situational decision making questions, and questions concerning their future career plans. This questionnaire will be used along with the verbal interview to determine which applicant is best fit for the position.

During the interview process make time to show the candidate around the office, pay close attention to how they react at meeting new people. Ask hypothetical job questions and make note of their answers.

**Sourcing Programs:** Consider the type position being offered and determine if it would save money by using a sourcing program such as a staffing agency or a recruiter. In some instances it can be a money and time saver because these applicants have been pre-qualified.

**Time Allocation**

Hiring the best quickly is not always going to happen. It will take time to sort through applications and resumes and do reference checks on those that appear to be qualified. The number of applications received will be an influencing factor on time allocation. Advertising the position in areas relevant to the position can help reduce the number of rejected application. For instance, a civil engineering position could be advertised in the civil engineering department of colleges. This location would draw graduating civil engineers.

In addition to looking at the amount of time allocated to hiring the best employees it is important to look at the amount of time it takes to train an employee. When added to the hiring time, a substantial amount of time goes into the process. However, if a long term employee is found, the time is a worthwhile investment and should be looked at thusly.

On the other hand, if very little time is allocated to finding the best of the best and turnover is high in the position then the company is wasting more money than they would have by spending more time in the hiring process. This is because of the time spent on training the employee.

In order to hire the best employees, it is important to understand that the time spent interviewing and hiring is often recouped when a bright, energetic, loyal employee is found and they stay with the company for many years. The hiring process can be streamlined but should never be cut short.

**About The Author**

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