

# PROVEN 6-STEP RECRUITMENT PROCESS

What happens to the results of your firm when your recruiting skills improve, and you double the number of superstars working in your firm?

Clearly, recruiting deserves the best of your attention. We suggest you start with ...

## PREPARATION AND PLANNING

View recruitment as just another one of your many jobs and you'll rarely hire the best people. It requires a committed strategic approach if you're going to hire the best people more often.

To help here's a proven 6-step recruitment process you can put to work:

**1**

### PREPARE WELL

Be crystal clear on your job description and ideal candidate.

Until and unless you know exactly who you are looking for, and what you want them to do, you will not be able to recruit them.

Use the job description and ideal candidate forms you'll find in the Business Breakthrough report and support tools (click the link at the bottom of this document) to help you.

**2**

### BE SCIENTIFIC

Psychometric profile your 'possible' candidates and you bring some scientific objectivity to your recruitment decisions.

In 20 minutes or less you can capture a psychometric job profile by completing a simple questionnaire.

Measuring and scoring - right up an accountant's street!  
This statistical and scientific approach will also flag up relevant questions you can and should ask your job applicants.

Again you'll find more on psychometric profiling in the online report and support tools available below.

# PROVEN 6-STEP RECRUITMENT PROCESS CONTINUED...

Remarkable  
Practice

3

## INTERVIEW 1

This is where you sell your firm and the position and assess whether you like them and whether you think they can fit in.

High calibre candidates are likely going to several interviews.

Sell the career opportunity you have available.

Ask the same well thought out questions of every candidate to allow you to compare answers.

Make this no longer than 30-45 minutes.

Share the next recruitment steps to show you are taking the process seriously.

You'll find some sample questions in the online report and support tools available at the bottom of the page.

4

## TELEPHONE INTERVIEW

This is your opportunity to assess the candidate's telephone manner, voice tone and ability to make a call on time.

If you are recruiting for a client facing role or team leadership role this is vital.

This also gives you the opportunity to talk to them between interviews and keep them interested in your firm.

5

## INTERVIEW 2

This is the time to get your team involved and get the candidate to do some work.

You also get a second look at the candidate and conduct a thorough interview using prepared questions (see the online report and support tools link below).

Prepare and plan some time with your team, maybe doing example jobs and allowing for team interaction.

When your possible new recruits have left you, ask your team to give their independent assessment of each candidate.

# PROVEN 6-STEP RECRUITMENT PROCESS CONTINUED...

Remarkable  
Practice



## FINISH WELL

Meet your chosen candidate face-to-face to present a formal offer – ideally close to their home in a local cafe or similar. A neutral, relaxed location helps and is seen as a caring approach to a sensitive situation.

You can also better assess their reaction, handle any last minute concerns and ask for a verbal commitment to take the job too.



[Click here to access the Hiring Superstars Business Breakthrough report and online support tools mentioned above](#)