Linc Line

Simple Ways to Improve Your Hiring Process

According to a recent OfficeVibe survey, top candidates are off the market in as little as 10 days. Hiring the right individual, particularly on a tight deadline or to fill an urgent need, can be stressful. Some quick and easy changes can help you find the best person for the role faster.

1. Upgrade your job descriptions. In addition to the standard role description, skills and experience required, job descriptions that emphasize culture, mission and values have shown increased effectiveness in attracting quality talent. And ensure your content follows DEI best practices to encourage a diverse pool of highly qualified applicants.

2. Make the most of technology. Did you know that over 70% of job seekers use a mobile device to search for positions, and 73% of those under the age of 34 found their last job through social media? The sheer number of recruiting sites may make online recruiting seem daunting. However, technology can help streamline the hiring process. Research which platforms are currently popular in your industry and take advantage of the tools they offer to reach more of your ideal applicants faster.

3. Tap into the power of the matrix Rubrics have shown to be effective in reducing hiring bias. Listing candidate attributes and skills and assigning weight to each one provides a quantitative assessment of your applicant pool. Similarly, an interview scorecard helps your hiring team consistently evaluate each candidate based on the same variables.

4. Consider the importance of fit Although skill sets are important in evaluating a potential hire, it may be time to rethink your priorities. Skills can be acquired, but personalities cannot.

In addition to exploring technical competencies, ask interview questions that help you gauge if each candidate's character and temperament aligns with your company culture, the team and daily job tasks.

5. Prioritize the candidate. Understand what value your organization can bring a future employee. Is the salary you plan on offering competitive? What are your benefits like compared to the competition?

Also be sure you are cultivating an excellent hiring experience. Review your process to be sure you can impress potential hires with positive interactions, an accelerated interview timeline and feedback provided throughout the process. It's key to be able to act quickly, especially when you know you've identified the perfect candidate.

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To watch these online seminars, log in to www.supportlinc.com and click on the 'Monthly Feature' tile or use the 'What's on Your Mind?' search tool.

Empowering Your Team

As a leader, you understand that your success depends on your team's success. The more you empower your employees, the more they will grow and thrive. Although giving up control can feel risky or uncomfortable, when you give staff permission to take action and make decisions, rather than simply offloading tasks, your confidence and theirs will increase substantially. Studies have shown that empowered employees also have higher job satisfaction, commitment and engagement. Use the guidance below to assess your own approach and begin increasing trust with your staff.

Give employees generous boundaries. Contrary to conventional wisdom, boundaries aren't restrictive. Instead, they give individuals freedom to act. Define the boundaries within which an employee can make his or her own decisions.

Encourage open communication. Make sure that you clearly communicate goals, projects and ideas and encourage your team members to do the same. Are staff comfortable sharing feedback? Do they feel free to express new ideas? Encourage everyone to contribute during brainstorming activities and commend them for their feedback.

Stretch each team member's capabilities. Find ways to help your staff develop and contribute using their strengths. Delegate tasks that will allow individuals to grow and take on additional responsibilities. Be sure to share why they were chosen for the assignment by highlighting the skills and talents you expect them to apply to the task.

Develop leaders. Assign projects to high-performing team members and make them leaders on individual tasks. This gives them an opportunity to shine while also helping to alleviate your own workload.

Mentor your team members. Focus on coaching individuals to success. In addition to team and company goals, explore ways they would like to grow personally and then look for learning opportunities that will challenge them on that path.

Reinforce with positive feedback. Provide recognition when a staff member takes on a leadership role effectively. A personal commendation increases job satisfaction and celebrating successes in team meetings is motivating for everyone.

The Holiday Toolkit

Extra events on the calendar and items to check off your To Do list can make the holidays seem more about stress than celebrations.

For resources, tools and tips to help you relax and enjoy the season, visit **eaptoolkit.com/holiday** today.

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