

**Sourcing Processes and Tools**

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In our last article we discussed two types of sourcing strategies; direct and indirect. In this article we're going to discuss processes and tools to help with these strategies.

Let's start the processes and tools discussion with the scenario being that you are conducting the search yourself, internally, without the use of a professional recruiting firm.

**Below is a "typical" process and tools needed for an "active candidate search"**

**Step 1:** Finalize the tools needed for each step in a successful sourcing program

Roles & Responsibilities	Networking Activities
Compensation & Benefits	Resume Screen Components
Offer Package	Testing Requirements (IQ/EQ)
Candidate Tracking Mechanism	Phone Screen Questions
Reference & Background Check Process	Face to Face Interview Questions
Posting	Job Boards
Employee Incentives	Etc...

**Step 2:** Finalize the process needed for a successful sourcing program

A). Establish roles of those involved & timeframes for, the process

1. It is important to detail out who is responsible for each step in the process and what each of the requirements are for each step so nothing is missed.
2. It is critical to allow proper time to execute the process. Remember in the last article we gave you the average numbers of 80-100+ hours for one hire!

**Step 3:** Initiate your search

- A). Post your jobs to your selected job boards
- B). Launch your employee referral program
- C). Initiate your networking plan



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## Sourcing Processes and Tools

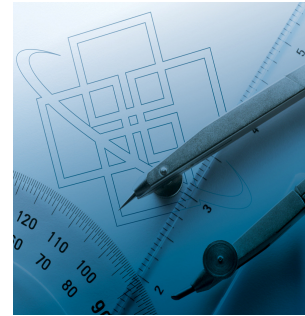
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### Step 4: Manage your search

- A). Track all candidate flow with your established tracking mechanism
- B). Maintain all data relevant to the search and selection process
- C). Inspect that all tools established for the sourcing project are being used
- D). Adjust strategy as needed to impact candidate flow
  - 1). Increase/decrease the number of job boards your posting to
  - 2). Increase/decrease the number of networking events your sourcing from
  - 3). Increase/decrease the employee incentive program
- E). Ensure all target dates established in step 1 are being met and adjust accordingly
- F). Conduct regularly scheduled meetings with all relevant staff involved in the sourcing project

### Step 5: Finalize your search

- A). At the conclusion of a search and selection, have a final meeting with all staff involved in the project and determine “lessons learned.” The time spent with this debrief session will allow for greater success and fewer mistakes or wasted time in your next search.



### Summary

The process and tools listing outlined in this article is more of a guideline of *minimum* expectations you should have of your company in the search and selection of a new staff member and should by no means be considered a “complete” or “all encompassing” list of best practices.

We covered a lot of information and tools in this article, and in summary outline form. Some of these you may already have in place, others you may never have heard of. I’d be remiss if I did not point out that if you choose to hire a professional recruiting firm, it would handle many, if not all of the items listed above. A professional recruiting firm offering these services can reduce your time and resource commitment by upwards of 90%!

In our next article we’ll take a few key components of this list and provide more detailed information and help. We’ll delve into interview “best practices” for resume screening, phone screens and face to face interviews.

Until then...



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