Recruitment

INTERVIEWING AND ONBOARDING

Outline

- For this component of the module, we will focus on
  - Selecting applicants
  - Interviewing
  - Onboarding

Selecting applicants

Start with your job posting and consider the group you are recruiting from

Job Fairs

New Graduates

Work with Human Resources or Talent Acquisition teams

Pre-screening

Preparing for the interview

What type of questions do you ask and why?

Objective & Standardized

Do you have the information to answer applicant questions?

Include a team member in the interviews if needed

Consider the applicant and their experience

Directions
Parking
Respectful of time

Interview Approaches

Values Based Approach

- Focused on alignment of values

- Considers what is important to the organization, people accessing services, and the applicant

Linking values to retention

- Organizational commitment is a key predictor of intention to leave, and measured by assessing one's feelings about the organization's value and how one's values align or don't align

Types of Interview Questions

- Behavioral
  - Can assess competencies and values
  - Tell me about a time when…
- Scenario-based (or situational questioning)
  - Future-orientated
  - Intentions predict behavior
  - "Imagine a situation where…"

Scoring Interviews

When developing questions, identify value being assessed and criteria for meeting expectations or not meeting expectations

Rating Scale (e.g., 1 – 5)

Complete this part shortly after the interview

Onboarding

► Aspects:

  ► Orientation (to the organization and department/unit)

  ► Mentor

  ► Evaluations

  ► And many more

► How are you creating a welcoming environment for new hires?

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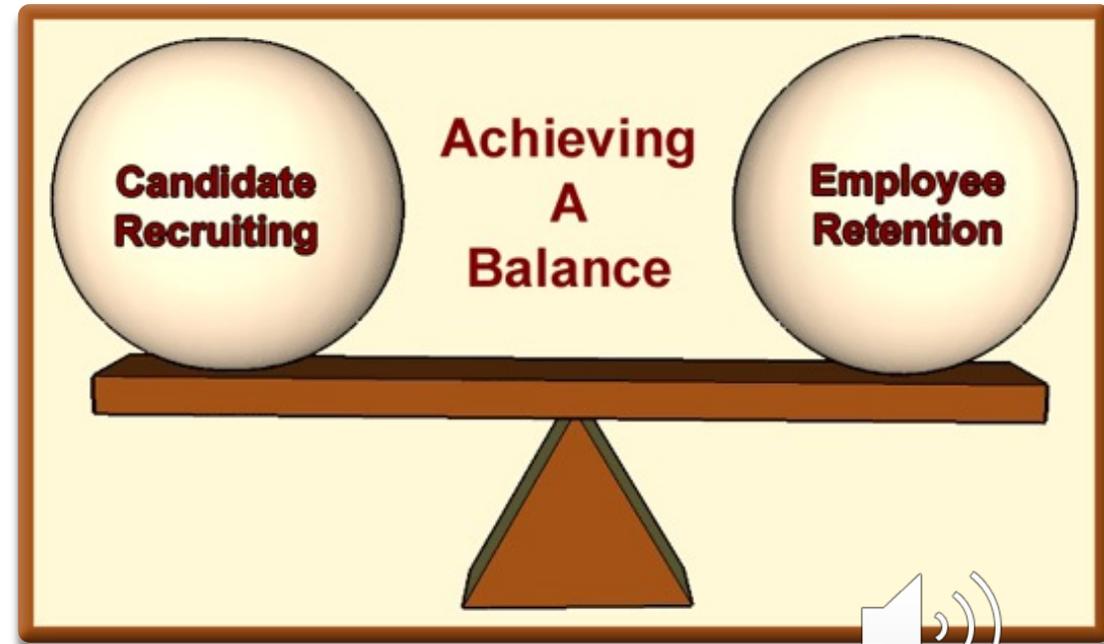
Next Steps

- ▶ Reviewing currently used interview tools and creating values-based questions

- ▶ Review your organization's onboarding process, what is missing or could be improve?