

QUESTIONS FOR THE RECRUITING EXECUTIVE: ENSURING EFFECTIVE DECISION-MAKING PROCESSES

This brief self-test will help you evaluate current practices, manage focus group discussions, or plan for future improvements.

Establish an Effective Final Decision-Making Process

Yes **No**

1. Has the recruiting organization considered mapping out a formal final-decision process that includes decision steps, guidelines, and specific recordkeeping protocol?
2. Has the recruiting organization developed a final-decision process that is applied with equal rigor across functions and/or business units?

Educate Decision Makers to Avoid Typical Decision Risks

3. Has the recruiting organization considered adding training around the final decision process – in addition to interview training?
4. Has the recruiting organization developed final-decision training that provides guardrails around common hiring-decision risks?

Enable Decision Makers to Reach Evidence-Based Decisions

5. Does the recruiting organization provide hiring managers with formal decision-making tools?
6. Does the recruiting organization provide platforms for discussion that allow hiring managers to articulate evidence-based rationale for final hiring decisions?
7. Does the recruiting organization provide templates to encourage hiring managers to record evidence-based rationale for final hiring decisions?
8. Does the recruiting organization uphold merit based principles?

Engage Decision Makers to Drive Process Adherence

9. Does the recruiting organization actively solicit buy-in from key stakeholders (e.g., HR personnel, line leaders) in order to formalize final decision-making processes that are consistently adhered to throughout the organization?
10. Does the recruiting organization increase visibility around hiring decisions by consistently providing support and standard processes that encourage transparent hiring decisions?