

# QUESTIONS FOR THE RECRUITING TEAM: ENABLING INFORMED CANDIDATE DECISIONS

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

## Providing Accurate Information

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Does the recruiting team (e.g., HR Specialist and Hiring Manger) actively monitor and evaluate the quality of information provided by hiring managers to candidates?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the recruiting team use tactics to ensure that recruiters present an accurate message to candidates?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the recruiting team use current employees as an effective way to provide accurate information about the day-to-day job experiences and the organization to candidates? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the recruiting team audit the accuracy of information that recruiters are using, and take steps to keep that information up-to-date and accurate?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the recruiting team audit the accuracy of information posted on third-party employment Web sites and take steps to keep that information up-to-date and accurate?      | <input type="checkbox"/> | <input type="checkbox"/> |

## Providing Experiential Insight

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 6. Does the recruiting team effectively provide candidates with a realistic preview of the job?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has the recruiting team considered how it can build opportunities for candidates to experience the job first-hand during the selection and assessment process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has the recruiting team evaluated the hiring experience in order to identify all the candidate touch points?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the recruiting team measure and maintain high levels of candidate care at critical candidate touch points?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the recruiting team treat the candidate with respect throughout the process and value the candidate's time?  | <input type="checkbox"/> | <input type="checkbox"/> |