

# Evaluate Your Candidates' Hiring Experience

A Checklist



*myStaffingPro*<sup>®</sup>

## Online Application

The job description includes:

- Position requirements.
- Salary information.
- Easy-to-understand language that doesn't use abbreviations or industry jargon.

At the beginning of the online process, the following items are communicated:

- Expected time for completion.
- Materials required for completion.

The online process is user-friendly:

- Instructions are prominent.
- Field size and formats are consistent.
- Buttons are clearly marked.
- Data collection is separated into multiple screens and can be saved at any time during the application process.
- A progress meter estimates the remaining time for completion.
- Uploading and parsing resumés and social profiles is easy to do.

At the end of the online process, the following items are communicated:

- A message that conveys whether the applicant was "qualified" or "not qualified."
- Next steps in the hiring process.
- Timeline for follow-up.
- Instructions on how to check the status of the application online.

## Post-Application Communication

After submitting an online job application, communications include:

- A "thank-you" message.
- Regular status updates.
- Final disposition email when the position is filled (if not selected).

## Candidate Selection and Evaluation

During evaluation and selection for an opening, communications include:

- A detailed agenda for the evaluation process.
- Information about next steps in the process.
- Information about travel accommodations, if applicable.
- Updated timelines and progress throughout the hiring process.
- A follow-up survey.

## Management Considerations

After implementation, the following procedures are undertaken for training and continuous improvement of the process:

- Software training is held for recruiters and hiring managers.
- Interview training is held for recruiters and hiring managers.
- Process reviews are conducted on a scheduled basis.
- Software audits are scheduled regularly.
- The recruiting process is audited from beginning to end.
- Candidate surveys and internal suggestions are reviewed continuously.

When you've had the opportunity to complete this questionnaire, contact **myStaffingPro** to learn more about our recruiting system and candidate experience.

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800-939-2462  
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