

THE ESSENTIAL TOOLKIT TO FINDING AND HIRING THE RIGHT CANDIDATES

The process to make sure you don't miss out on great candidates!

START WITH MULTIPLE SOURCES TO FIND CANDIDATES

Don't just post on one job board! One job board alone won't yield success. Start by posting on 2 job boards as well as sharing the job posting on your LinkedIn page and LinkedIn Company page.



START TO LOOK FOR PASSIVE CANDIDATES

While you wait for applicants to apply, search on LinkedIn or your local states website for passive candidates. Message or email qualified candidates to gauge their interest in a new job opportunity.



KEEP CANDIDATES ENGAGED

Timely communications is key! Once you speak to a candidate via email, a phone screen should be done within the next 1-2 days. An in person interview should be done within 3-4 days of the phone screen. Follow up from the interview should be done preferably the day after an interview.



WHY IS TIMING IMPORTANT?

In behavioral health, most Counselors or Therapists are being called constantly about new positions. If a hiring manager waits a week to follow up, it's possible that the candidate received another offer and accepted while waiting to hear back. 2020 has caused more insecurity than prior years and candidates want to feel confident in their job choice. This only comes when timely and effective communications are being had.



DON'T BE AFRAID TO ASK CANDIDATES ABOUT OTHER INTERVIEWS OR OFFERS

It's important to know if candidates are actively interviewing elsewhere. You can move the process along quicker and show the candidate that you care by being understanding of their situation.

