



Planning: 4:30pm on the previous day

- Define the specific position you will be recruiting for
- Get a Job Description and 18pt Job Order form from AE
- Fully understand the position, company and compensation
- Fully understand potential titles and key words to look for
- Create a Rollup List in PCR
- Do PCR internal database search
 - a. Candidates
 - b. Companies to pull from
- Do external database search- Monster, CareerBuilder, HotJobs, ZoomInfo
 - a. Candidates
 - b. Companies to pull from
- Do Networking site search- LinkedIn, association websites, wink.com, etc.
 - a. Candidates
- Write a very compelling recruiting script (great intro, benefits, sell, close)
- Write a very compelling recruiting e-mail
- Write a very compelling recruiting voicemail message
- Have the profile of a job written to e-mail to a candidate
- Create email roll-up and send email out to COI (Circle of Influence) in market

Recruiting Calls: 9:00am-noon, 1:00pm-4:00pm

- Pull up Rollup List in PCR
- Start with the candidates that are the closest match
- Goal of at least 10 presentations, 3 CDS's and 2 QC's per day.
- Goal of each recruiting call is:
 - Get referrals first
 - Get their interest second
 - Get information about them, their company and their industry third
 - Get an idea of their next dream job before the call ends
- When candidates show interest, fill out a CDS Short Form
- Input into PCR
- Get a resume sent to you and schedule a follow-up call for CDS Long Form
- Input resume into PCR once it's received
- Set expectations with the candidate on how the relationship will work
- Address the issues of a counter offer
- If the candidate is a direct fit, fill out a Highlight Sheet and send it to the AE (send the Highlight Sheet, CDS and resume)
- Have the candidate change the resume if necessary

Taking the Candidate Through the Hiring Process:

- Prep the candidate with the AE before each interview
- Debrief the candidate with the AE after each interview
- Address the issues of a counter offer with the candidate
- Get the ability to accept an offer on the candidate's behalf
- Re-qualify the candidate at each step in the process