**Daily Structure for Maximum Effectiveness**

**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

1. Candidates
2. Companies to pull from

* Do external database search- Monster, CareerBuilder, HotJobs, ZoomInfo

1. Candidates
2. Companies to pull from

* Do Networking site search- LinkedIn, association websites, wink.com, etc.

1. 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

**Hot Calls** (9:00 – 9:30am)

* Closes and Pre Closes – Candidates and Hiring Managers
* Presenting Candidates to Hiring Managers
* Scheduling Final Interviews

**Marketing Power Hours:** (9:30am to 11:00am)

* Pull up PCR, Zoom Info and Google in separate screen to go over. Use accordingly.
* Start with marketing calls to low hanging fruit first – Job Postings on boards and websites and calling into existing accounts. First call at 9:00am.
* Continue marketing with a goal of 10 presentations per day (in the morning)
* Each call goal to be
* Get a second out for MPC
* Get an alternate Job Order (Tell me about your other critical openings at this time?)
* Get business information and create a long term relationship
* Get a idea of what there dream candidate looks like.
* When there is interest in your MPC or an Alternate job order – completely fill out the 18pt ISA
* Bridge to an ROI call (We need to analyze the job, the salary requirements, our work load and the   
  potential for fulfillment in order to give you a fair ROI)
* Fill out job order matrix with manager

**Recruiting Calls:** 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
* Requalify the candidate at each step in the process