



# THE OFFICIAL GUIDE TO HIRE YOUR WAY TO SUCCESS





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*"High quality recruiting firms focus on much more than simply filling orders; they help you save time and money while making it easier to find the qualified people you need to succeed."*  
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## CHOOSE THE RIGHT STAFFING AND RECRUITING VENDOR

There is the need for assistance when it comes to recruiting and staffing personnel. Job seekers, more commonly referred to as candidates in the staffing industry, now have more options and higher expectations from their employers than ever before.

Staffing and Recruiting vendors are not the same. In fact, performance gradation in your talent acquisition partner is reflected directly in hard & soft dollars to your organization.

Understanding the candidate profile you're searching for—and what job seekers are pursuing—is a crucial component to your success as a hiring manager. Great staffing and recruiting results do not happen by accident, but they occur when you invest in creating the best possible relationship with a high-quality firm.

**Your staffing partner understand your actual business**

This guide will walk you through a number of necessary steps to boost your hiring processes for temporary/contract staffing and direct recruiting so you can hire your way to success.

# MAXIMIZE YOUR RELATIONSHIP WITH YOUR STAFFING VENDOR

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*Optimize your Chances  
of Finding the “right fit”  
and Not just “a fit”*

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## Set clear success criteria

Establish mutually agreed upon expectations for interacting with your staffing supplier at the beginning of the relationship. This should include the development of an order placing procedure, the interview process, appropriate quality control checks, and feedback methods.

Setting expectations can ensure clear communication and expedient service without frustrating either party.

## More lead time often equals better candidates

While ample time may not always be available, you should aim to give as much lead time as possible when placing orders with your recruiting provider. This will optimize your chances of finding the “right fit” and not just “a fit” for your assignment. High-quality firms with good lead times should give you more than one suitable candidate to choose from. However, when ample time is not an option, let your recruiting vendor know which skills and traits are most critical for the assignment, and how important it is for them to move this requisition to the top of their pile.

## Provide feedback for candidates in a timely manner

The average amount of time to screen and hire new employees is 23 days, sometimes even longer depending on the type of position that needs to be filled. While staffing vendors aim to decrease the amount of time it typically

takes to fill a position, it is also important for you to give timely feedback to your staffing vendor regarding candidates they send to you.

Waiting longer than 48 hours to provide feedback can be discouraging to candidates and potentially result in an overall negative experience for them and may even damage your company's reputation.

### Temporary/contract hires need job descriptions too

Job descriptions should be well defined, prioritized, current, and submitted in writing to your recruiting firm. They should include your expectations in terms of candidate abilities and experience to align with the specific performance goals and standards you have in mind. If you do not have a job description or have never really written one before, high-quality firms should have a process in place to create it with you. Please do not go to the web and create a desperate wish list of disjointed skills. Firms like Cutting Edge have grass roots data not yet available on common websites. You are counting on real-time feedback and market conditions, so ask questions and let us share some of the information.

### Be mindful of cut-rate deals

People are your organization's most important asset, and this includes temporary employees. If the rate sounds too good to be true, it probably is. Treat your temporary and contract staffing as an investment, not an expense. Cheaper is almost never better in this regard. The last thing you want is the cut-rate service that typically accompanies cut-rate pricing. Go with a reputable, quality staffing firm that takes the time to fill your needs appropriately. This way, you will save time and money in the end.

### Train your service rep

Educate your staffing representative on your organization's mission, goals, culture, history, and current performance. Tell them what types of work styles or personalities will mesh well with your team. Familiarize your representatives with your unique needs and preferences so they become a knowledgeable extension of your human resources department. True recruiting professionals will want to help you succeed first and foremost and will go to great lengths to help the candidate assimilate to your environment and set up the placement for success.

### Maintain an ongoing and honest dialogue

Keep your staffing vendor abreast of changes within your company, team, or department as well as any changes to the open job requisition(s). This helps your recruiting representatives adapt to any potential roadblocks quickly and efficiently in the hiring process. Additionally, give them useful feedback on their candidate presentations and the performance of employees who were placed on your team. Regular communication about what both parties can do to enhance interaction will ultimately improve the quality of service and placements.



## LEVERAGE YOUR STAFFING VENDOR'S RESOURCES

Invest some time to learn about your recruiting partner's full range of capabilities so you can leverage all their resources if needed. A good partner will not only provide qualified candidates, staffing flexibility, and cost savings, but it can also offer a great deal of expertise in employee relations to support your efforts. To get a comprehensive picture, request a tour of their facility or a demonstration of what tools they have to help you reach your goals.

### Benchmark performance

Find out what type of tests are available for your potential candidates to take at the recruiting firm you are looking to partner with.

Whether it is behavioral tests, personality, and/or technical skills, you can establish preferred scoring levels for placements within your company, time permitting, going so far as testing a few of your internal employees to give you a benchmark for performance.

### Create a partner in your business planning

Consider involving the right staffing and recruiting firm in your company's business planning. For example, you might include your recruiting firm's leadership in an annual meeting to plan recruiting strategies. They can offer insight regarding the possible uses of strategic recruiting methods to meet your needs for workload variations, new hires, and for managing attrition. They can also offer valuable real time market data to better understand supply and demand or market pressures

## LEVERAGE YOUR STAFFING VENDOR'S RESOURCES

which may affect your timelines or goals. Premium firms like Cutting Edge Recruiting Solutions have tremendous amounts of market data to help you avoid costly pitfalls and retain your current team.

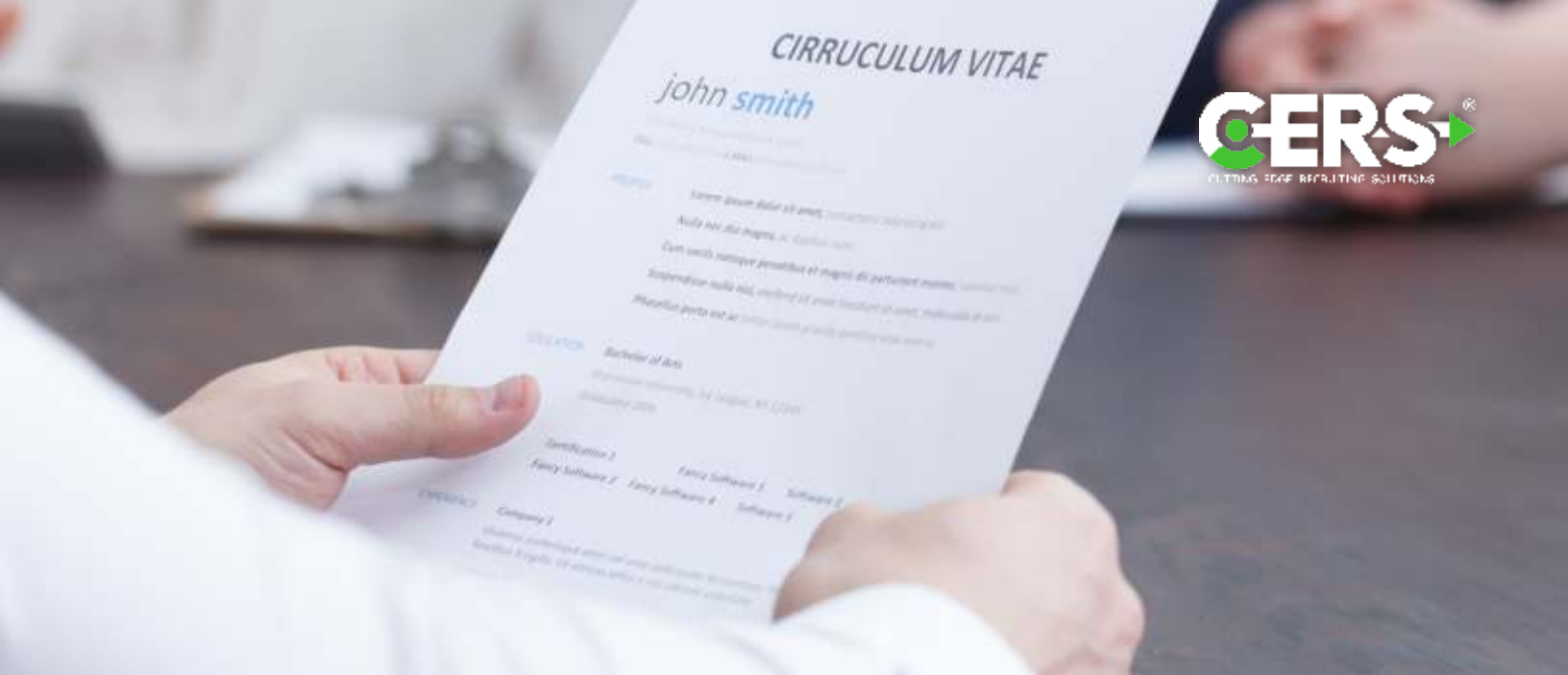
### What's in it for you?

High quality recruiting firms focus on much more than simply filling orders; they help you save time and money while making it easier to find the qualified people you need to succeed. While all recruiting firms are not created equal, when you find a partner who does a great job, look for opportunities to enhance your relationship and leverage their resources. Invite them into your business and challenge them to help you solve problems, which can increase their commitment to your success.

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## TAP INTO A HIDDEN GEM: PASSIVE JOB SEEKERS

*Social media has changed how recruiters are getting the attention of passive job seekers.*

Some of the best talent is already employed and not actively seeking a new position. However, this does not mean they are not open to an attractive career move if it is presented properly. In fact, Checkr Survey shows American Workers Struggle with Economic Uncertainty, 90% Willing to Change Jobs for Better Pay. For your company, this presents an attractive opportunity to tap into a hidden source of talent that is not officially “on the market” yet. However, this also shows that you must take care of your people, otherwise they may jump ship when approached by another company.

### Finding “Mr. or Ms. Right”

Before tapping into passive job seekers, it is important to define what you want. Although this sounds simple, everyone involved needs to agree on a few important points, like the “must have” and “nice to have” skills that are needed for the position and performance objectives, in addition to any “deal breakers” that would deem a candidate unhireable.

### Why is this so important?

Passive job seekers are a different type of candidate. Remember, they are not “officially” on the market yet. They want to know all the details about the opportunity before deciding if they will even engage with your organization. Without these important details, they will disengage before you can discover if they are right for the position.



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### Focus on career moves

Many passive job seekers are not looking for lateral job changes. Instead, they are looking for career moves that can generate new skills, expand their personal value proposition, and ultimately create future opportunities. To recruit passive job seekers, you must present an opportunity in a new light to allow them to fully understand how it can enhance their career path. Having an attractive brand makes the process of recruiting passive job seekers easier, but it always needs to be about them. Solicit feedback from the firm to learn the potential candidate's hot button issues so you can weave them into your interview and attract them to your company and job opportunity.

### Getting attention

Social media has changed how recruiters are getting the attention of passive job seekers. LinkedIn can be highly effective for connecting with this group of talent. Promoting job openings through social media channels, such as Twitter, Facebook, and LinkedIn can also reach passive job seekers where they are spending time, but remember, you have to know what you are looking for before you can actually spot them. Be specific.



# CHOOSE THE RECRUITING FIRM THAT PUTS YOUR NEEDS FIRST

## The CERS difference

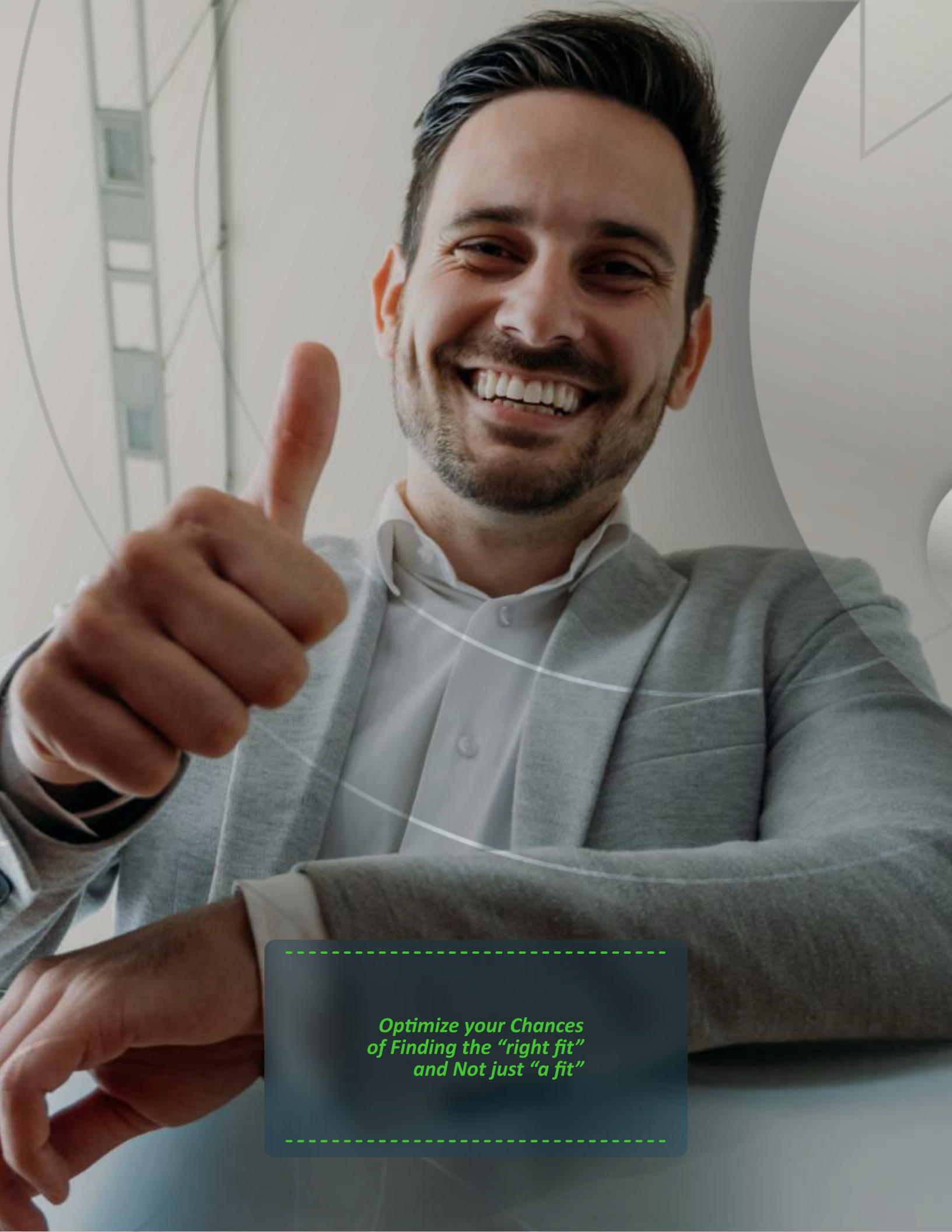
Cutting Edge Recruiting Solutions was founded with one simple concept in mind: to simplify the recruiting and hiring process so that you can be more productive and profitable today.

We bring the best employee search and selection methodologies together with the most sophisticated technology available to help you succeed quickly. We even offer a 5-year guarantee for all placed candidates in addition to 90-day and 1-year guarantees.

Through this process, we can provide unrivaled, cost-effective solutions for the unique staffing challenges you face. The result? Faster access to more qualified job candidates. Call one of our talent acquisition specialists today to start a conversation about partnering with CERS for your future staffing needs.

**No risk:** Candidates must accept your offer and start or you don't pay.





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