


Recruiting Best Practices
Online | Just-In-Time | Customized
Presented by
Karen Schmidt


WELCOME

Clearing Land Mines
PC Recruiter

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LAND MINES

- Relocation
- Family and Personal Situation
- Motivations
- Timeline and Agenda

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LAND MINE: RELOCATION

- Contact a realtor to conduct a Comparative Market Analysis for the home
- Realtor should gather Multiple Listing Service (MLS) data
- Understand the monthly mortgage rate, how much equity is in the home/how much negative equity exists
- Understand any closing costs or realtor fees associated with the sale of the home
- Square footage of the home, and any storage areas
- When lease ends/any fees for breaking lease early

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LAND MINE: RELOCATION

- Calculate the cost of moving
- City information
- Cost of living calculations
- Differences in state or country taxes
- Education information
- Renting, purchasing, or needing interim housing



LAND MINE: RELOCATION

- Home finding trip
- Home financing
- Temporary housing
- Assistance on double mortgage or double rent payments
- Reimbursement for trips back home if the candidate is relocating prior to the spouse and children



LAND MINE: RELOCATION

- Status of home ownership, realistic possibilities for that home selling, cost, and timeframe
- Calculate the cost for pack/ship/move, and clarify the candidate's expectations for reimbursement
- Cost of living and tax differentials, and city information
- Expectations for financial assistance with: temporary housing needs, short-term double payment issues, travel back-and-forth prior to, or after, start date
- Introduction to a local realtor or realtors if the candidate intends to purchase a home immediately



LAND MINE: RELOCATION

- Specifically what financial reimbursement is offered for pack, ship, and move assistance
- Cost of living differentials, or differences in taxes between current state/country and where client is located
- Financial assistance with: temporary housing needs, short-term double payment issues, or travel back-and-forth prior to, or after, start date
- Understand any possible obligations for re-payment should the candidate leave within a certain timeframe



LAND MINE: RELOCATION

- Will the client cover the tax liabilities associated with relocation benefits, or is it the candidate's responsibility?
- If the client pays for the breaking of the lease, will the client also pay for the tax liability associated with that benefit?
- If there is a gap in the lease of housing from one place to the next, will the client cover the gap in the increased lease versus the current, and for how long?



LAND MINE: FAMILY AND PERSONAL

- Is the spouse employed?
- How does the spouse feel?
- How old are the children?
- Are the children in public or private school?
- (If relocation) What needs to be done to transition the children to a new school system?
- What programs are the children involved with?
- Are there any special needs of the children?



LAND MINE: FAMILY AND PERSONAL

- How is this candidate going to handle the change?
- Has this candidate left previous organizations in the past, or is this his/her first job since entering the workplace?
- If changed employers in the past, how was that experience? What compelled them to move at that time? What made them feel comfortable with that transition?
- If they have not yet changed employers, what fears do they have? Who in their life is a support system that can help alleviate some of those concerns?



LAND MINE: FAMILY AND PERSONAL

- What connections does the candidate have at the new company?
- If none, what could be done to bridge the transition and help the candidate feel personally and professionally tied in?
- If the candidate is relocating, have they ever relocated before? What was that experience like, and what could have made it better?



LAND MINE: FAMILY AND PERSONAL

- If relocating, what are the ties to the new area? What could be done to make it a smoother transition and help the candidate feel connected quicker?
- Does this move put them closer to, or further away, from extended family? How will that be a benefit, or how will it be a possible negative?



LAND MINE: MOTIVATIONS

- I know when we first spoke, (hot buttons) were the things that were most important for you to consider when making a move. Let's break down each of those areas since it's been a while since we started in this process; how has each of those areas changed or evolved over the (timeframe since we started this process)?



LAND MINE: MOTIVATIONS

- When we first spoke, you were limited because of the lack of upward mobility because you and your boss are about the same age. Has that changed at all?
- You were also concerned because they were going to be moving their office building to further downtown, which would be an even longer commute. Is this still an expected move?
- You were not going to be able to pursue (projects/work) because your company doesn't have the leadership experience to be awarded those kinds of jobs – has that changed at all in the last few months?



LAND MINE: MOTIVATIONS

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LAND MINE: MOTIVATIONS

- How does this opportunity compare in each of those motivating areas?
- What does this allow you to do, that you currently don't have the opportunity to do?
- Compare this company to your current company – what does this new organization allow you to do that you don't have the opportunity to do currently? Any concerns with the new organization?
- Compare the boss and team to your current boss or team – what are the benefits? Any concerns?



LAND MINE: MOTIVATIONS

- How does this new position allow you to grow, compared to your current situation? What responsibilities will you be involved in that you aren't currently? What concerns do you have about the role or expectations?
- What is the anticipated career path in this new role? Where can you be in time, and what happens to promote you along the way? How does that compare to what you had envisioned initially when beginning the interviewing process?



LAND MINE: MOTIVATIONS

- What other areas do you still need more information? Are there some subjects or questions that could use some clarification or expansion?



LAND MINE: MOTIVATIONS

- Has anything changed since we started this search, or is this still a priority search that is urgent and critical to fill?
- Who is currently doing the workload created from this position being unfilled? What burdens or financial costs are associated with that extra work?
- Who or what, specifically, will suffer if this position remains unfilled?
- How can you see this individual being able to immediately impact that workload?

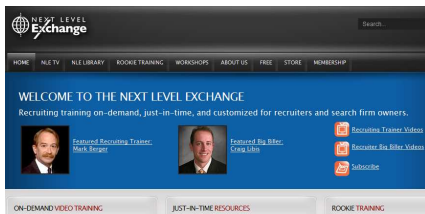


LAND MINE: MOTIVATIONS

- How quickly can you see this candidate getting up to speed and being able to alleviate that extra stress?
- Let's quickly break down the requirements that you first described when we started this search – how does this candidate compare in each of those areas?
- What areas do you still need more information in order to make the call that this is the individual you want to bring on board?



LAND MINES: KEEP AVOIDING THEM!



- Next Level Exchange:**
- Rookie Training
 - NLE Library
 - NLE TV

Recommended Episodes:

- Rookie Program: Modules 10, 11 and 14
- NLE TV: Art of Attraction Based Recruiting – Greg Doersching
- Big Biller Episode: Jon Bartos



LAND MINES: KEEP AVOIDING THEM!

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Standard Membership: Unlimited access to the NLE Library and NLE TV for \$89/month (NO ROOKIE PROGRAM); following your 12 month membership, your subscription will auto renew on a month-to-month basis and can be cancelled at any time.



LAND MINE: TIMELINE AND AGENDA

- What other recruiters or companies have your resume?
- What other interviews do you have scheduled, or have you gone on recently?
- What are you wanting to find in those opportunities that you don't feel you have with this current opportunity?
- What needs to happen for you to feel comfortable ending the process with the other opportunities?



LAND MINE: TIMELINE AND AGENDA

- Background check
- Drug testing or screening
- Credit check
- Reference checks
- Any other testing, paperwork, or screening



LAND MINE: TIMELINE AND AGENDA

- Assuming an acceptable offer is made, what is the desired start date for the candidate? If the client requests, could the desired start date be earlier or later? What are the possible issues with both?
- What is the timeline for resignation? How much notice will the candidate give the current company? What are the issues associated with that timeline?
- If the candidate is relocating, what is the timeframe for the move? Will the candidate need "down time" to get settled in prior to starting at the company? Is this factored in to the desired start date?



LAND MINE: TIMELINE AND AGENDA

- What other candidates do you have in process, or have been submitted for consideration recently?
- What are you hoping to see in that candidate that you don't see with this current candidate?
- What needs to happen for you to feel comfortable ending the process with the other candidates and bringing this candidate on board?
- Who else needs to approve this hire, and how long will that take or what needs to happen for that approval to go through?



LAND MINE: TIMELINE AND AGENDA

- Assuming an acceptable offer is made, what is the desired start date for the candidate? If the candidate requests, could the desired start date be earlier or later? What are the possible issues with both?
- If candidate should start ideally on (date), and the candidate anticipates needing to give their current employer (amount) of time after the resignation, do those two timelines align?
- If the candidate is relocating, has the client allowed sufficient time for the candidate to get settled? Is this factored in to the desired start date?



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