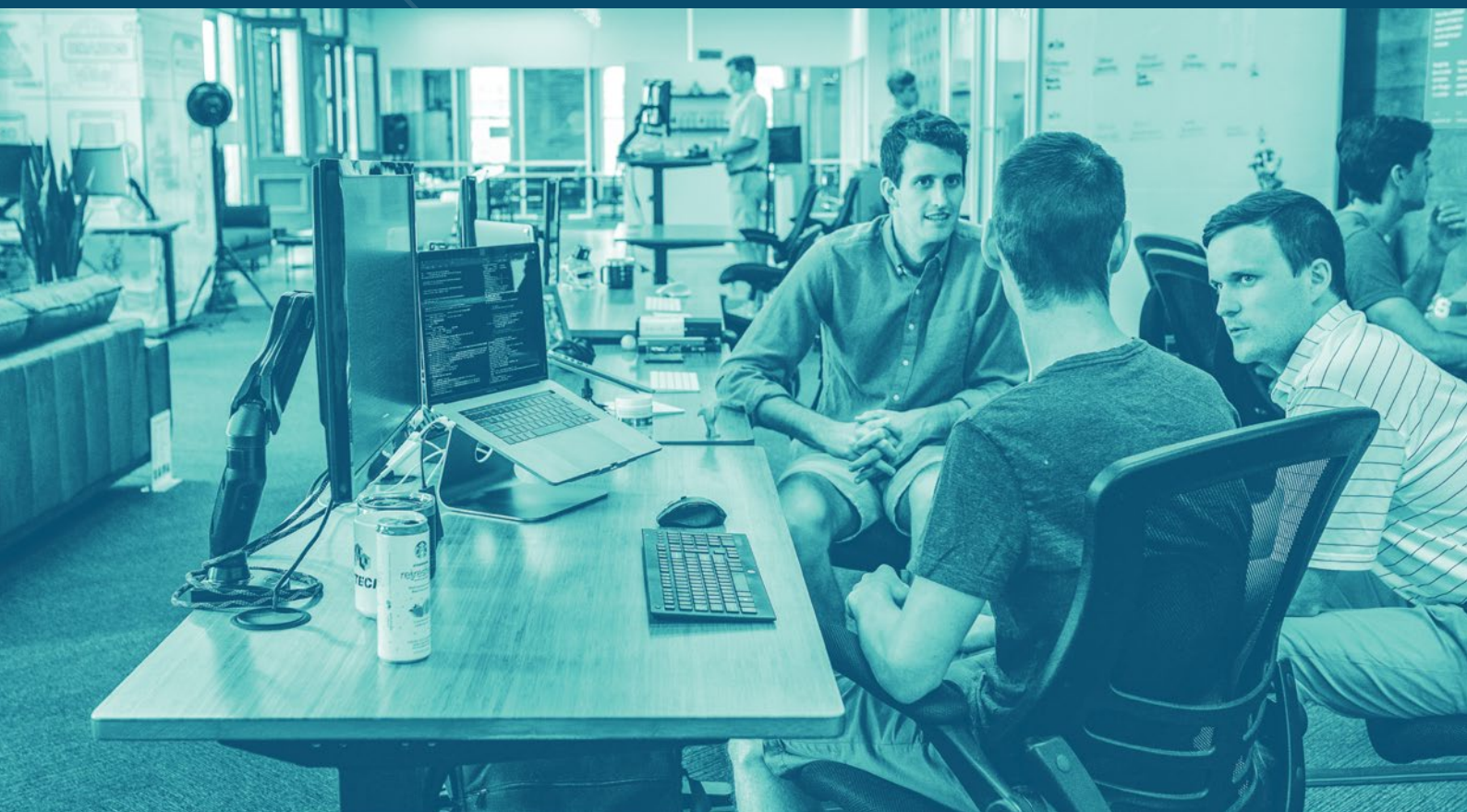


**SCOUT
TALENT**
SEE PEOPLE FIRST

THE BIGGEST MISTAKE MADE IN RECRUITMENT

AND HOW TO AVOID IT





BEFORE YOU CAN START HIRING, YOU NEED TO BE ABLE TO IDENTIFY YOUR IDEAL CANDIDATE

Surprisingly, very few organizations take the time to truly identify the perfect candidate. Most have a surface level idea of what's needed and what's not, but hiring managers and recruiters who take the time to genuinely consider what is needed to perform in their workplace will be the ones that

will find those candidates.

When it comes to recruiting someone for an organization, a lot of hiring managers spend all their time and attention on what happens after they start to attract candidates.

- **What process will I take these candidates through to assess them?**
- **What interview questions will I ask?**
- **How are we going to on-board this person?**

These considerations are incredibly important, but what often happens in going straight to this step, is that one of the most important parts of the recruitment process is either rushed or missed entirely.

This is the exercise of **identifying what you actually need** in an ideal candidate. What skills, abilities and behavioural characteristics are going to take your business and this role in the right direction?

“I NEED SOMEONE WITH 5 YEARS EXPERIENCE IN OFFICE MANAGEMENT”

Profiling your ideal candidate is an imperative part of the process, and deserves the time it takes to really understand what you are looking for. Many organizations go straight to the experience required to do the job, for example “I need someone with **5 years experience** in Office Management”. In many positions it is important to identify minimum experience requirements, however stopping here only sets you up for problems later on during the recruitment process.



COMMON PROBLEMS THAT OCCUR WHEN YOU DON'T IDENTIFY WHAT YOU NEED:

- Missing great people! If you rule out everyone that doesn't have 5 years of experience you might be missing out on your ideal fit and someone with loads of potential
- Not attracting the right kind of candidate
- Recruiting for experience rather than behaviour and fit
- Hiring the wrong person
- Recruiting a candidate that doesn't have longevity.



RECRUITMENT
COSTS MONEY!

**YOU DON'T WANT TO WASTE IT
HIRING THE WRONG PERSON.**

CREATING A PROFILE OF YOUR IDEAL CANDIDATE

There are multiple areas you need to consider in order to understand who the right candidate is for your position. We've made a list of great questions to ask yourself, to start building that profile.

These are also questions that we ask, when we are conducting Job Analysis calls with our clients, to understand their requirements.



BRAINSTORM ALL THE ATTRIBUTES WITH YOUR TEAM

A good exercise (and one we've done many times when recruiting for our team!), is to sit down with all of the people that will be involved in the hiring, and brainstorm all the attributes that will make someone successful in the position. Write these out on post-itnotes, don't overthink them, and stick them up on the wall.

We then have an opportunity to start grouping the notes into categories, with 'must have' and 'nice to have' requirements. You'll start to notice behavioural patterns as well!

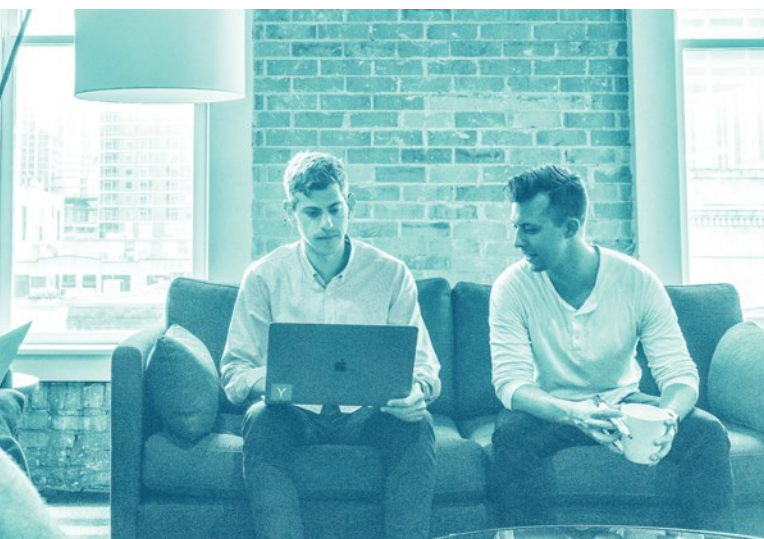


USING BEHAVIOURAL PROFILING TO IDENTIFY YOUR IDEAL TEMPERAMENT

We'd always recommend using a tool such as behavioural testing, to help you identify what kind of temperament will be an ideal fit for the position. This is a tricky thing to do in a standard interview, and it's so useful in your hiring process.

Different day-to-day tasks are better suited to some temperaments than others.

For example – if you are recruiting a very autonomous accounting role, you may want to recruit someone who is more logical and task oriented, rather than someone who gains all their energy working with and interacting with people.



ASK US ABOUT BEHAVIOURAL PROFILING TOOLS AND HOW THEY CAN HELP YOU IN YOUR RECRUITMENT PROCESS!

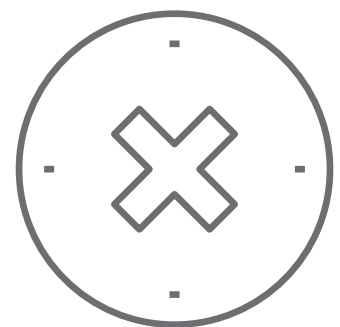


WHY ARE THESE EXERCISES SO IMPORTANT?

Think of creating the ideal candidate profile as the foundation step. Every single step that happens after this, will either **succeed or fail based on how well you know what it is you are looking for.**

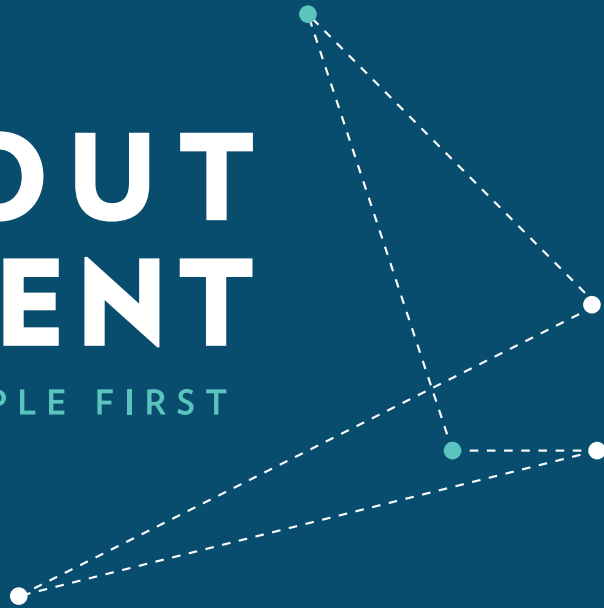
We have seen so many robust recruitment processes either fail, or take double the amount of time intended, and have heard many times clients say things like **'I think we just didn't know what we actually needed'**.

Everything from attracting your talent, to assessing them, to knowing what recruitment tools you need, even to on boarding and training your new person, hinges on identifying what you really need right at the beginning. **So, take the time to put together a profile** – it will save you so much pain, and help you get that perfect person so much faster!



SCOUT TALENT

SEE PEOPLE FIRST



NEED HELP WITH YOUR
RECRUITMENT?
TALK TO A MEMBER
OF OUR TEAM TODAY

For more information on how you can utilize Scout Talent services to enhance your recruitment process, please contact us through the details below.



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