

# Making Better Hiring Decisions Faster

## Three Ways Longer Vacancies Can Cost Your Team:

1. You can lose high-quality candidates to competitors who might beat you to the offer.
2. You can lose productivity in the role itself as well as in employees who depend on that role.
3. You can spend more time and resources on searching, reviewing resumes and interviewing candidates.

## Tips for Making Hiring Decisions Faster

### *General*

- Review the job description and strengths of your team. Strategize how this open position can leverage the strengths of your team and be a resource for areas that can be challenging.
- At the start of a search, block off time on your calendar for recruiting activities (e.g. reviewing resumes, interviewing, recruiter meetings).

### *Defining Hiring Needs*

- Understand the competencies for the role and where you can concentrate your recruiting efforts. Discuss how success is defined in that open position.
- Gather feedback from your team to define hiring needs.

### *Reviewing Candidate's Resume*

- Don't request more candidates just because you haven't seen enough. Instead, try to determine if the candidate pool was thoroughly evaluated before seeking new resumes.
- Examine the candidate's overall experience. Know what qualities you are looking for and search for a steady increase in job responsibilities and growth.

### *Interviewing*

- Be prepared for your interview. Understand the key results you are looking for to match competencies for that role. Prepare your interview panel.
- Schedule a pre- and post-interview meeting to review (final) candidates with your interview panel.

### *Making Hiring Decisions*

- Consider whether or not it is valuable to interview more candidates if you already have a frontrunner.
- Use clear decision-making criteria so you do not spend time overthinking the hiring decision.