# RECRUITMENT AND SELECTION PROCESS

**Step 1** — Properly identify the need: Why is staff needed—what for? The idea is to clearly establish the tasks and responsibilities of the position.
Then define the profile of corresponding qualifications/skills.

**Step 2** — Identify the best places to advertise your need—your posting.
Develop your job offer by specifying tasks, responsibilities, supervision, number of work hours per week and schedule, location, salary bracket and what distinguishes your business.

**Step 3** — Collect applications and preselect those matching your established profile.
To uphold your business's image, at the end of the recruitment, answer everyone who applied. You may do so by phone, email or postal mail, as you wish.

**Step 4** — Contact applicants who match the profile. Verify their motivations, interests and skills. Check the basics to avoid meeting someone who does not fit the need.
If the applicant does fit, you can immediately invite them to take a test or interview.

**Step 5** — Carry out selection activities: practical, technical or theoretical tests. The tests can be eliminatory—so, given before the interview.
Proceed with the interview using a well-adapted guide you prepared beforehand in order to avoid leaving anything to chance.
Secure permission to contact references and indicate the procedure for the remainder of the process (reference checking, psychometric tests, possibility of a second interview, etc.).

**Step 6** — After examining each application, analyze the results. Select the most relevant application (if there is one). Then make a decision about psychometric tests, ask for original diplomas, work permits and good conduct certificates along with any other document relevant to the position.

**Step 7** — Announce the hiring decision, confirm the employment start date and what is needed to put together the employee's administrative file, and draw up the employment contract. Plan the onboarding process: plan access, workspace, the "buddy" and the training plan, then welcome and integrate the new worker.