



Employee Recruitment and Hiring

The key to successful recruiting of new employees is the development of a systematic process for developing job descriptions, generating a pool of candidates and selecting the right candidate. The following are the major steps involved:

- Develop a job analysis to identify skills, knowledge and abilities for each position.
- Create your job description and selection criteria based on the most current information available and modify when necessary.
- Develop your recruitment plan in terms of promoting the job opening and generating a pool of candidates.
- Develop a process for interviewing candidates.
- Create a process for selecting the best candidates.
- Do a background check when appropriate.



New Hire Process

Hiring the successful applicant will involve a number of important tasks, steps and paperwork. See the summary below for key information:

- Send the prospective employee an offer letter or contract and other documents, including confidentiality or non-compete agreements if appropriate.
- Be sure all documents are signed
- Prepare for the arrival of the new employee
- Conduct employee on-boarding/new employee orientation

Sincerely,

David Waters

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