

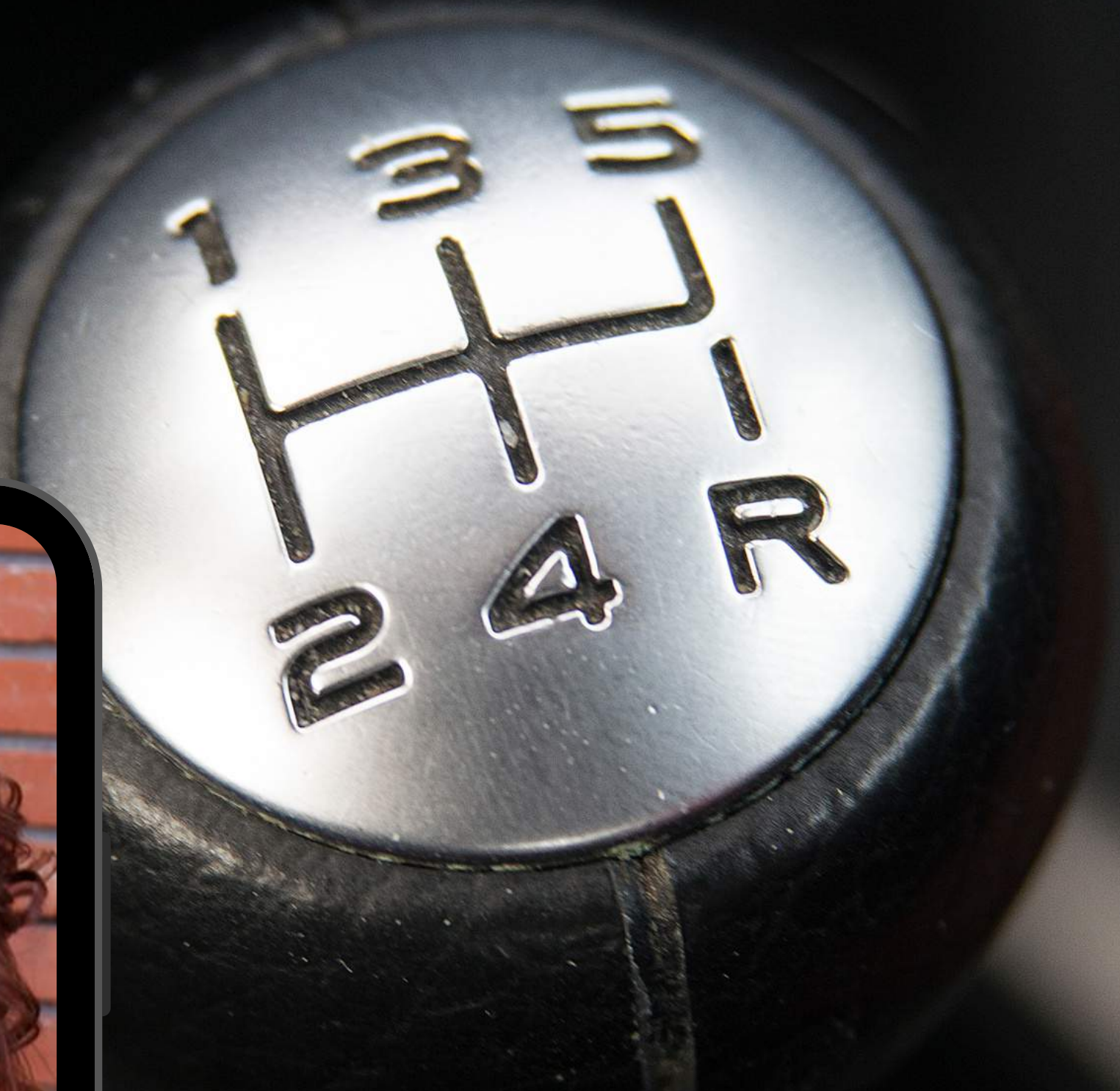


CONNECTING TOP TALENT WITH RESPECTED BRANDS

# TOP TALENT HIRING CHECKLIST



*Hire Top Talent Consistently | Build A Top Performing Team*



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# *Unconventional* Steps to Hiring **TOP** Talent




1 Create a compelling **JOB INVITATION** using the job description KEY skills and describe the company and culture.  
Example:

*"Are you tired of feeling stagnant in your career? Ready to work for an **EXCITING** company with (Perk, Perk, and Perk)?  
We are leading the way in the CPG industry with (YOUR BRAND) and are looking for people who can bring (Skill, Skill, and Skill) and align their passion for (INDUSTRY) with their desire to make an impact and a difference!*

*The right fit for this role will find career success as they (list what they should accomplish). We want you to meet our team and work side by side with like-minded, successful talent where you will be appreciated, rewarded for your efforts, and celebrated as we drive our brand to success."*

(Non-cash incentives are on the rise! As long as fair pay is included. Share all of the perks of your company for everyone to see, and make it a priority to share your values, goals, and ultimate PURPOSE to attract the right type of people to your company.)



2 **Get your Job Invitation out on relevant social media websites where your customers live,** send this content out to your own connections to share. Ask your TOP employees to also share on **their social media sites** with a small intro to why they love working for your company.

Using social media will get you out to the **TOP employees of your competitors** instead of only posting to the very few who constantly prowl job boards, unhappy in their current roles.

**TOP candidates are NOT prowling job boards.** They hear about great opportunities through word of mouth, previous employers who refer them, social media and can even be through referrals from your own network.

3 **Establish your pay for the role.**

Use salary comparison tools to establish a fair pay scale.

Anticipate that your process **will identify the TOP candidate** for the role and be prepared to come in at the high end of the scale to show VALUE to the candidate.

If the TOP candidate is offered the job at the LOW end of the scale, then you have missed your mark!

TOP candidates want to feel valued and offering the high end of the scale shows them just that. **You are looking for the TOP talent, right? Prove it in your compensation offering.**



## 4 Create a Job Scorecard.

The most successful companies do this as it is too easy to rely on your GUT and too easy to forget all of the attributes of interviewee 1 when you have already interviewed 5 candidates. Using notes is great, but notes can be subjective and also taken in a more consistent manner using a scorecard to compare candidates after interviews are completed.

Choose 5 or more main attributes or skills necessary to correctly perform the job. **Rank each on a scale of 1-10.**

In each interview, rank your candidates DURING the interview based on the responses. Probe if you must, but **TOP performers are always willing to share their accomplishments.**

The highest score should be your final candidate. You should not interview any candidate that you would not seriously consider hiring so prescreening candidates first is KEY. **You MUST separate the most eligible candidates from the rest during the screening process.**

## 5 Ask for references up front in the interview.

Rather than spending time going too far back in a candidates history, stick with the last few years of employment and discuss their references as well as their skills for each of their last few roles.

Ask them to tell you what each reference from each job would say about their performance if you called them right now.

Ask for phone numbers AND email addresses for each reference they provide. **Writing the information down yourself is a HUGE tactic in getting the TRUTH from your candidate.**

**Ask them what they would LIKE to be making** (this should have been established in the prescreen and should have fit into the range you have for the role. Touch on compensation at each conversation for consistency and transparency.)

**DO NOT skip these steps!** This is where your hiring efforts will be most felt in terms of success. If your candidate can not provide exceptional references to you willingly, then they are NOT a TOP player.

TOP players WANT to share their successes with you and will often easily share great stories about how they impressed their previous employers. **HINT: THIS is the step that is KEY to hiring TOP players for your company and your team.**

## 6

**COUNT on finding the TOP employee**, then at hire, be sure that their onboarding is a success by **ensuring a smooth transition.**

**Communication is KEY** here as TOP employees are easily put off by issues within the organization. Something as simple as not understanding the expectations for the first day can **turn off TOP players and can quickly give you a bad reputation.**



Want to know HOW successful companies **KEEP** the top talent they acquire and how their team helps successful leaders reach career-changing goals?

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Find out more about  
our **SIGNATURE**  
approach to  
Identifying and  
Attracting **TOP TALENT**

**CONNECTING TOP TALENT WITH RESPECTED BRANDS**

# **THE ROAD MAP to TOP TALENT METHOD**

**TALENT DELIVERY SYSTEM**



RECRUIT, HIRE , ONBOARD AND RETAIN YOUR DREAM TEAM



*CLM Careers Start to Finish*

## **THE ROAD MAP TO TOP TALENT METHOD**

to assist business leaders and talent acquisition to consistently  
Recruit, Hire, Onboard and Retain the **TOP 10%** of CPG talent nationwide

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