

Hiring Toolkit A Step-by-Step Guide to Hiring		
Step 1	Legal Considerations	The first step in your hiring process should be to develop a solid understanding of applicable laws.
Step 2	Create a Job Description	A job description is what a recruiter or hiring manager will use when hiring a new employee. It outlines the job duties, working conditions, and what is required to be successful in that position.
Step 3	Recruitment	Hiring failures are costly. Avoid wasting time and money by properly recruiting for your open positions. Know your Employer Brand and have a recruitment strategy.
Step 4	Interviews	Maximize the interview process by being prepared. An organized process and effective questions obtain the information you need and make a good impression on candidates.
Step 5	Onboarding	All new employees are onboarded. It's the process of integrating a new hire into your organization. Effective onboarding is an opportunity to create engagement.