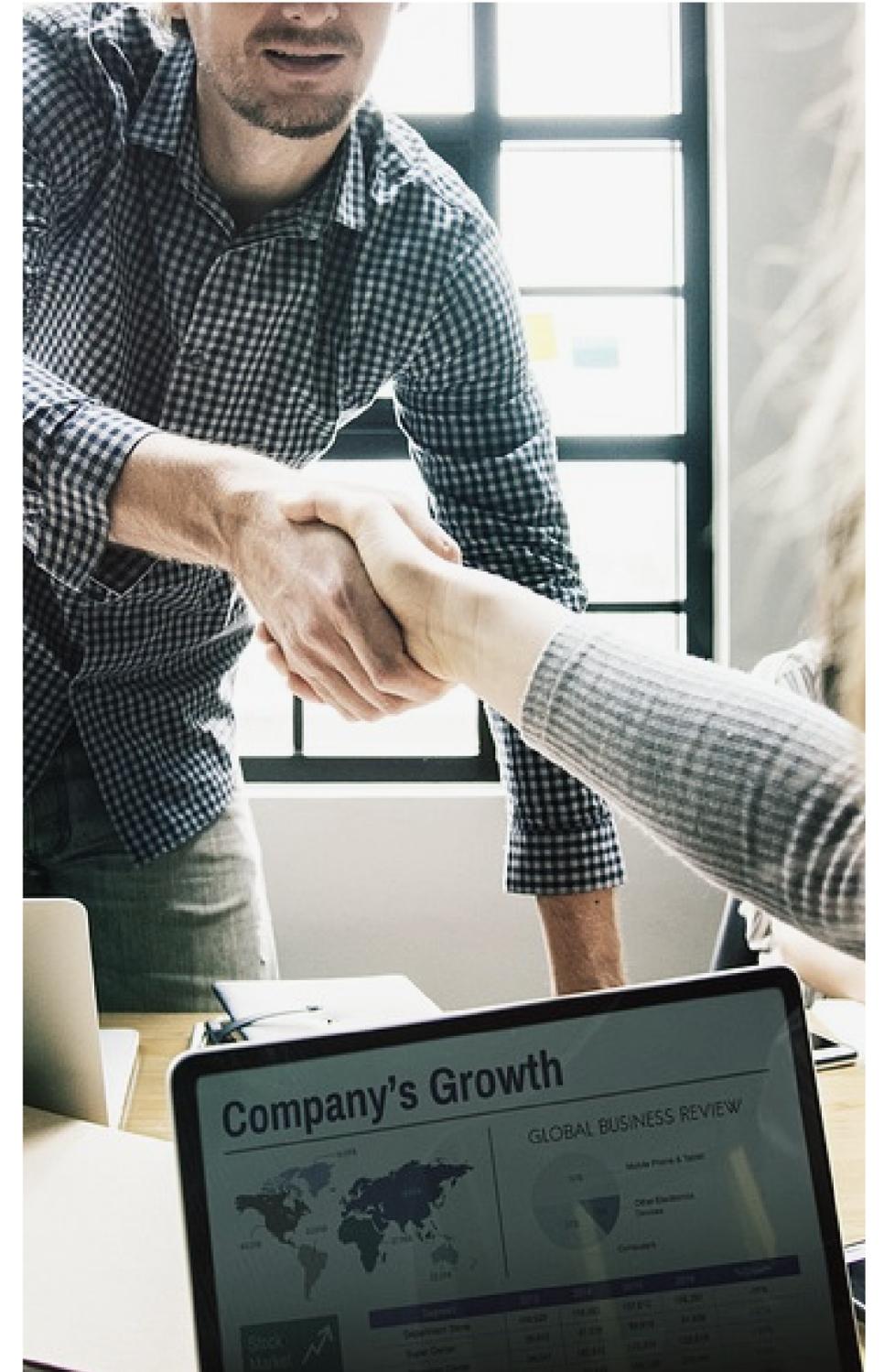




Find your next great hire...

...and make the most of your time



Recruitment Process Management

The how-to guide on managing a great hiring process.

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Let's begin.

How can you make the most of your time?

If you are like most small and medium sized businesses, getting the most out of your recruitment process is a constant struggle. Resources at your disposal are limited if not non-existent, you may be wasting money on job ads, and your time is getting sucked up scanning resumes late at night. So, how do you align your business in a way that allows you to manage your recruitment processes effectively?

One of the most effective ways you can be sure to set-up your recruitment process for success is to map out your process from start to finish and assign specific accountability to you, your team members, and a potential recruitment partner. In taking this simple step, you will be sure that your resources are working for you.



Step one

RACI and Recruitment

One simple way you can be sure you assign the right accountabilities to the right people is by using a model commonly referred to as RACI (pronounced RACE-Y). RACI stands for the 4 roles the team members in your organization will play during the process.

1. **Responsible:** This responsible party is the team member who does the work and completes the task at hand.
2. **Accountable:** The accountable party is the team member who is accountable for the overall success of the task.
3. **Consulted:** The consulted party is the team member(s) who needs to be consulted on the task and asked to provide their feedback.
4. **Informed:** The informed party is the team member(s) that need to be "kept in the loop", not necessarily formally consulted.





Step two

Creating your RACI Model for Recruitment

To get started, follow these simple steps and create your RACI model for your recruitment process (go to page 6 and 7 for a template to walk through with):

01 Identify all the tasks in the recruitment process. Examples could include: job description creation, job advert posting, screening resumes, initial interviews, onboarding, etc .

02 Identify the team members involved in the recruitment process. Examples could include: Hiring Manager, Office Manager, HR Administrator, President, etc.

03 Set up a RACI template using a simple Excel worksheet or anything you can create a grid with (or download a free template here). Tasks should be set out vertically on the left and team members horizontally across the top.



Creating your RACI Model for Recruitment

04

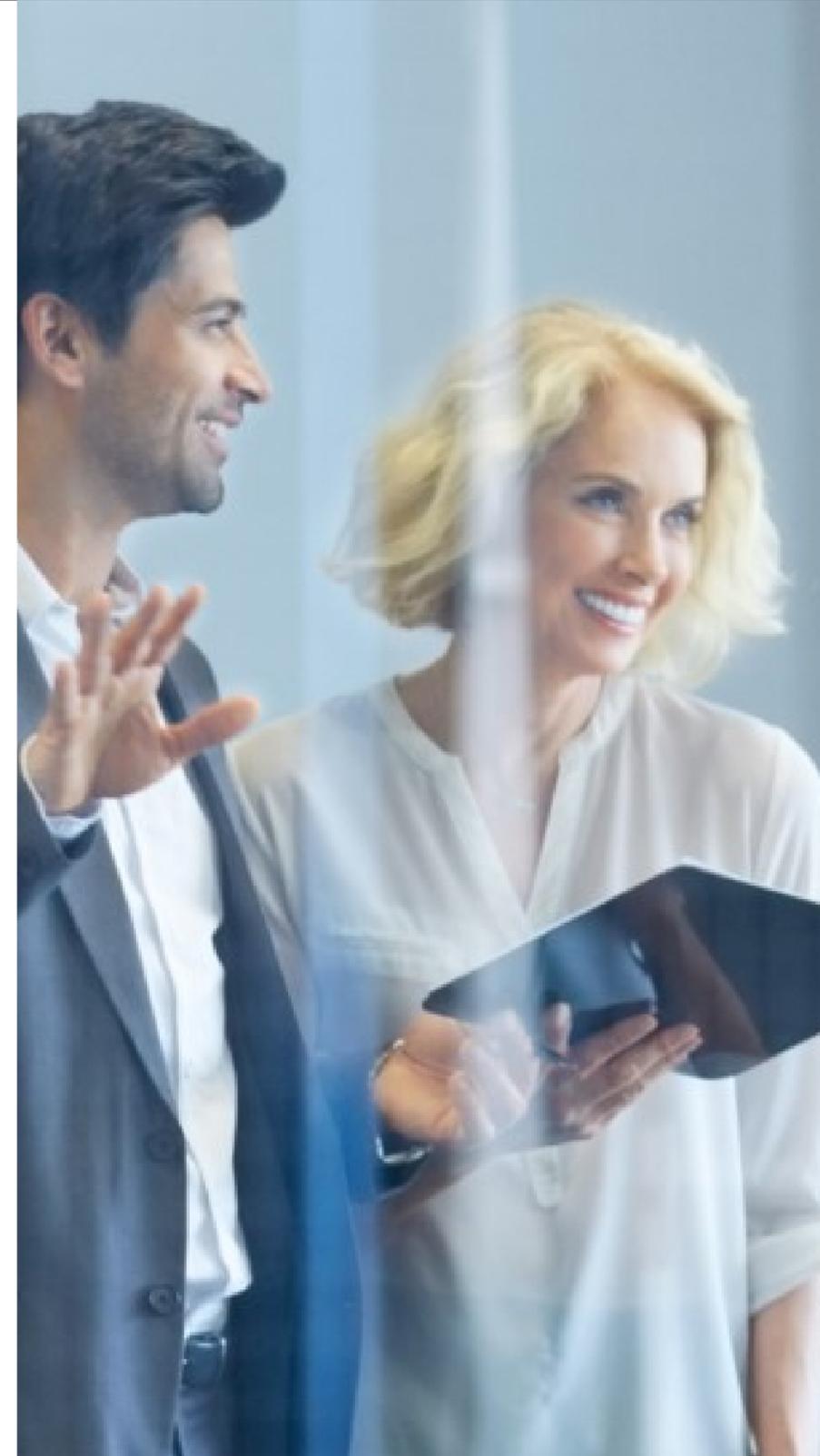
For each task Ensure there is at least one person responsible for it; mark this with an "R".

06

Assign key people that should be consulted and informed to effectively complete a task in the recruitment process, but not too many! Identify these team members by marking them with a "C" and "I".

05

Mark each task with just one person that is accountable for it; use an "A" where this team member and task meets. Although it may be tempting to add more than one person as accountable, we recommend sticking with just one person. When too many people are trying to control or manage the same task, project, or process the quality of the final result can suffer. Assigning just one "A" will remove the likelihood of miscommunication, conflicting priorities, and misaligned expectations that commonly happen when there are "too many cooks in the kitchen". Spend some time discussing who is officially accountable with your team members and update your RACI model accordingly.





Step three

Things you Should Try to Avoid

When completing the RACI model for your recruitment process, ask yourself these questions to avoid potential problems.

- Are there any team members that appear to be assigned to the majority of the tasks?
- Does that team member(s) need to be assigned that number of tasks?
- Does their current workload allow them to complete these tasks in a reasonable amount of time?
- Do you have complete agreement from your team on the assignments of tasks?
- Do you have the appropriate amount of people identified as *responsible* for a task?
- Are you assigning just one individual as *accountable* for each task?
- Are you assigning too many individuals as need to be *consulted* that actually only need to be kept informed?

So, good luck! Take this simple first step using our recruitment RACI model template and you will be sure to set up your recruitment process for success. And if you have any problems just get in touch.

Recruitment Process RACI

Mapping out the accountabilities for your recruitment process is an important first step to get your talent strategy working for you. Take some time to identify the tasks within your recruitment process, then add an R, A, C or I if some is either Responsible, Accountable, Consulted or Informed.

Worked example

Job Title Recruitment Task	Hiring Manager	HR Support	Admin Assistant	Department Lead	Team Members
Role design	A	R	I	C	
Job ad creation	C	A	R	I	
Applicant screening	C	A / R		I	
First round interview	R	A		C / I	
Second round interview	R	A		C / I	
Reference check	C	A	R	I	
Job offer creation	C	R / A		I	
Onboarding plan creation	C	A	R	I	
Equipment set up	C	A	R	I	
New hire paper work	C	A	R	I	
Onboarding plan delivery	A / R	C		I	

Company Overview

Since 2000, we have developed the expertise in handling people strategies across industries. We specialize in aligning people and positions to your strategic plan so that your company thrives.

With Aliniti you get a team of specialists in the areas of talent acquisition, organizational development, and compliance. We are trusted advisors, an extension of your team—the people you can call to provide expert guidance and celebrate your successes.

You didn't start your business to get distracted with people issues. We can free you up to focus on your business while we work with your team to find the best talent and develop your organization into a high-performance team.

Every person and every department in your company should be driving your business toward the same goal. When that happens, your people understand their purpose and connect with what they're doing. They start going above and beyond. And you have the capacity to make better decisions, find better talent, retain your best people, and overcome challenges quickly.



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Director of Talent Solutions

Jessica leverages a wealth of experience in Talent Acquisition and Human Resources acquired over her time in the industry. Her experience extends across numerous sectors from large corporations to small businesses allowing her to truly understand the best strategies to help our clients attract and retain the right people for their recruitment needs.



LEWIS WAITT

Director of Client Solutions

Lewis has been the Director of Client Solutions with Aliniti for 3 years and specializes in partnering with business owners and leadership teams to align their structure, people and systems to their vision and plan. He brings leadership experience from a variety of industries and countries to support the businesses he partners with.

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