

## HUMAN RESOURCES

# RECRUITING & ONBOARDING SERVICES

### You are who you hire.

As a leader, you understand the value of great people. In today's competitive marketplace, it is more difficult than ever to locate and secure the best talent in your industry. Hiring the right people allows your organization to expand competencies and build a performance-ready team that will empower your organization and give you a competitive edge.

But where do you begin? Because you understand the importance of finding the perfect fit for your organization, you know that recruiting goes well beyond filling vacancies. In order to find the best candidate for your position, a thorough process of attracting, screening and selecting qualified individuals has to take place. Ensuring that this process is comprehensive will protect your organization from crime, theft, harassment, and minimize any chances of discrimination, wrongful dismissal or negligent hiring. Additionally, by hiring the right person the first time, you will not have to invest any more time or money in finding a better employee to replace them.

If you are looking for an effective and affordable solution to sharpen the strategic emphasis of your recruiting operations, our team of recruiting and onboarding experts will work with you to help you find and retain top talent that is crucial to your organization. If your organization is looking to maximally cut costs and take advantage of a highly skilled team of HR professionals that can resourcefully support high volumes of recruitment administration, we can handle your entire staffing process. Likewise, if you are interested in assistance with particular recruitment services, we can tailor a solution that fits the needs of your organization and accomplishes your goals by unbundling any of the recruiting process. Whichever way you choose you can be guaranteed that you will work with a team of highly experienced individuals that will dedicate their time in fully understanding your organization's objectives and fulfilling your unique needs.

#### With the help from Sikich, you can effectively accomplish the following tasks:

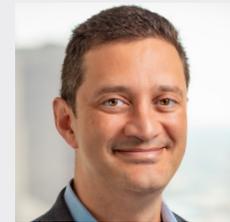
- Sourcing and screening to your specifications
- Coordinating pre-employment testing and reference/background checks
- Help putting together the right salary package and negotiating the offer
- Implementing an effective orientation process
- Maintaining a candidate pipeline for frequently filled positions

#### By working with our recruiting experts, you will be able to enjoy the following benefits:

- Reduction in operational and recruitment costs
- Decreased time to hire
- Improved quality of the candidate pool
- Compliance with federal labor regulations
- Improved retention of new hires
- Access to HR expertise not available internally
- Increased efficiency
- Ability for your team to focus on other crucial business practices and strengthen the core business process

*For more information about our services, visit [www.sikich.com/human-resources](http://www.sikich.com/human-resources).*

### OUR EXPERT



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## PLAN FOR FINDING CANDIDATES

1. Update job description/ hiring criteria
2. Develop screening questions
3. Interview top candidates
4. Present most qualified candidates for hiring manager review
5. Prepare reference checks
6. Deliver offer letter
7. **SUCCESSFUL HIRE!**