

New Hire Self Assessment & Training Plan

BE HONEST. there's no right or wrong!

We all learn at different paces. Some things will come naturally to us and other things will take more time and development to grasp. This is 100% natural!

This assessment, when answered honestly, will allow you to focus your development on the areas where it's needed and allow your manager/business to structure personalised onboarding & ongoing training for you.

Give yourself a score on each of the below, from **0 - 10**. 10 being super comfortable & confident.

- Where to find Candidates
- The Sourcing Strategy- the first 3 hours on every recruit
- Effective Boolean searching for your database
- Understanding the Power of Referrals
- Headhunting passive candidates
- LinkedIn Recruiter Use
- Seek talent search Use
- Database (bullhorn/jobadder/Vincere)
- Understanding of your specialisation/sector
- Screening Resumes
- Qualifying a candidate over the phone
- Face to Face Interview structure
- Effectively selling your Agency

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Give yourself a score on each of the below, from **0 - 10**. 10 being super comfortable & confident.

- Rejecting a candidate
- Writing candidate profiles for presentation to your Clients
- Market Mapping
- Lead Generation
- Finding the right person to call Building your BD list/Call Cycle
- Pre phone call what to prepare
- Developing your client pitch
- Activity level setting
- Open questioning
- Structure of a BD call
- Qualifying a Prospect
- BD Calls (reverser marketing/ad chasing)
- Handling objections
- Understanding of CRM importance
- How to present yourself in BD
- Structure of a new Client Meeting
- Taking a job brief
- Terms of business negotiation
- Selling jobs to candidates
- Selling candidates to jobs
- Preparing your candidates for interview
- Taking interview feedback

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Give yourself a score on each of the below, from **0 - 10**. 10 being super comfortable & confident.

- Pre closing your candidates
- Managing the offer process and closing your candidates
- Handling counter offers
- Pre start date protection techniques
- Reasons to get in touch with your clients that add value
- Understand regularity of contact and existing client meetings
- Building out your accounts and asking for referrals
- Post placement Care programs and managing issues with your placements
- Service levels you should be aiming for
- Client personality profiles
- Selling exclusivity to clients
- Selling retainers to clients
- LinkedIn personal branding & Posting
- Email marketing
- Creative writing

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