

# Top 9 Recruitment Tools Employers Must Have



Finding and screening qualified job candidates is a complex process. There are online and offline tasks, and legal issues to consider. This is why we've put together HR Insider's 10 Must-Have Tools for Employee Recruitment. These tools help make the journey from candidate search to quality hire a little bit easier.

## 1. Job Description

You can't find the right person for the job unless you know what the job entails. A job description that specifies required education and skills *and* provides details about job tasks is essential.

## 2. Steps to Take to Avoid Inducement Risks When Recruiting Employees from Other Firms

Recruiting employees from other firms is common practice, but there are lines you should not cross. Learn what steps to take to avoid inducement risks.

## 3. Diversifying the Workforce: A Guide for Employee Recruitment, Checklist of Best Practices

If workforce diversity is a goal at your organization—and it should be—this checklist of recruitment best practices is a must-review.

## 4. Social Media Checklist

Posting job openings in the careers section of your corporate website is a best practice. Utilizing job boards also gets results. But don't overlook social media, which offers tremendous opportunities for connecting with potential job candidates.

## 5. Screening and Selection in Employment

Some questions should not be asked when conducting job interviews. Meanwhile, other subject matter must be broached in the correct way. This will help you navigate the difficult areas, and explains how to obtain the information you require in order to make a hiring decision.

## 6. Behavioural Interview Questions

If only someone would put together a booklet of job interview questions and organize it by category. Well, that's exactly what we've done. This guide of interview questions is the busy HR professional's answer to conducting focused, meaningful job interviews.

## 7. Model Policy: Policy Requiring Criminal Background Checks

A policy helps ensure consistency when criminal background checks are required. This model policy serves as a starting point for documenting your organization's process.

## 8. Notification to Job Applicants Re: Social Networking

Providing prospective employees with a disclosure about how the company uses social media for background checking reduces the possibility of misunderstandings and helps minimize legal exposure.

## 9. How to Structure Employment Contracts

Who should be asked to sign an employment contract? What should an employment contract cover? This tool answers these and other questions about employment contracts.