

The Strategic Hiring Conversation - Topics to Discuss During Pre-Recruitment Consultation

Organization's Mission and Goals

- Have there been, or will there be any changes to the organization's mission or goals which could impact recruitment (new skillsets needed?)
- What are the critical challenges facing the organization in the short-term and long-term?

Position and Role

- What are the major responsibilities, duties, and tasks this person will perform?
- Approximately what portion of the person's time would be spent on each of these key duties?
- How does this position contribute to the mission of the organization?
- What is the professional development potential for this position? (career progression to which this position may lead?)

Skills, Competencies, and Experience

- What skills and competencies are needed to be successful on the job?
- How do these skills rank in terms of critical importance for success in this position?
- What does a candidate need to know to be successful in this position?
- What level of knowledge is required? (rank each area basic, intermediate, expert)
- What questions might the hiring official ask to gauge a candidate's knowledge in these key areas?
- What kind of professional experience is required and/or preferred for the position?
- What degrees/certifications/clearances are required and/or preferred?
- Who are the SMEs in the hiring official's organization who might be helpful in the job analysis, resume screening, assessment, or interviewing processes?

Other Requirements

- Are there specific requirements that candidates should know about this job, including: travel requirements, overtime, seasonal peaks, and so forth?

Recruitment Strategies

- Were you satisfied with prior recruitment efforts? If not, why?
- Were there sufficient candidates in prior recruitment efforts? If not, why?
- Where would you find the best candidates?
 - For which other organizations might potential candidates currently work?
 - Where have good candidates been found in the past?
 - To what associations might good candidates belong?
 - Are there contractor organizations who have the desired talent?
- Is it difficult to recruit qualified candidates? If so, what flexibilities should be used in this hiring process? Consider:
 - A recruitment or relocation incentive?
 - Paid relocation expenses?
 - Student loan repayment?
 - Other incentives/offerings?
- What assessment strategy is most appropriate for this vacancy?
 - Which competencies should be targeted during the assessment process?
 - What assessment tools are available or required for this position?
 - Are SMEs available to assist with the rating and ranking process?
- How can the diversity of the organization be improved and enhanced through this recruitment?
- Are there special considerations or processes that must be considered in this hiring process?
 - Budget concerns
 - Special approvals