



InsightGlobal



EMERGENCY
HIRING PLAN



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The job market keeps changing—that's one thing you can count on!

We should know; we've been in staffing for more than 20 years.

But one thing that never changes is the need to be ready to hire when budgets loosen up or new contracts and big projects mean you need to staff up. How ready do you feel right now? Chances are, if you're reading this, you could use a helping hand.

Insight Global can help! That's why we created this Emergency Hiring Plan for hiring managers like you. When things change unexpectedly, and you're able to hire someone to help your team sooner than expected, you need to hit the job boards running.

But what if your company has been on a hiring freeze for the last several months, and you haven't been able to bring anyone on in a while? Or what if you were recently promoted to a position that includes hiring decisions—and you haven't hired in this job market before?

This Emergency Hiring Plan is just what you need to get going!



HERE'S WHAT WE'LL COVER:

1. Sourcing and finalizing a job description

2. Get your job requisition ready to send to human resources (HR)

3. A strategy for sourcing resumes and candidates

4. Updating your LinkedIn profile (both personal and for the company) and getting your LinkedIn recruiting strategy ready

5. A plan for interviews with candidates

6. A strategy for extending a job offer

7. Getting your onboarding ready with a checklist

Any or all of these will help you prepare for when your hiring freeze thaws out—or set you up for success in just a few hours if that ice already broke.

So, let's get started on setting up your hiring process—whether that needs to happen ASAP or a couple of months down the road.

EMERGENCY HIRING PLAN CHECKLIST

- ✓ Job description is fully fleshed out and ready to be put in a job posting
- ✓ Job requisition is ready to send to HR
- ✓ You have a plan to source candidates
- ✓ Your LinkedIn and the company's LinkedIn is up-to-date and ready to be part of a your recruiting plan
- ✓ Interview questions are prepped for candidates
- ✓ The job offer paperwork and process is prepared
- ✓ The onboarding process has all the details covered for your next hire

JOB DESCRIPTIONS AND REQUISITIONS

Job descriptions and requisitions are the first two items you need to prepare when you get the green light to hire. Let's briefly touch on what you need for both.

JOB DESCRIPTIONS

If you know what position you'll need to hire for once your hiring freeze is over, it's vital you have the job description ready to go. The information should include:

- Job title
- Job summary
- Responsibilities and duties
- Qualifications and skills
- Salary and Benefits
- Location-based, hybrid, or remote
- About us/why work for us section

If you're not 100% clear on the responsibilities of this role, ask your team for their input or speak to someone who's had a similar role for your company or the industry. Research the job title on a job board or partner with a hiring expert.

Be sure to identify where the gaps are on the team and how this role would help fill them.



JOB REQUISITIONS

Once you have the job description together, and you know the specifics of the role you need to fill, it's time to get approval from human resources (HR). This is where the job requisition (req) comes in.

The job req includes everything HR and management need to know about the position(s) you're hiring for, including the titles, responsibilities, salaries, and more so they can get the word out.

Here's a brief template for what your job req could look like!

Job Title:

Job Code:

Date of Request:

Requisition Number:

Requested By:

POSITION/SECTION TO BE HIRED FOR:

A brief description of this position. Be specific about the job duties, responsibilities, and qualifications needed to succeed in this position.

POSITION DURATION/ CONTRACT TYPE:

Determine whether this position is full-time or temporary and what type of contract it will have (if applicable).

POSITION QUALIFICATIONS:

- Minimum and preferred qualifications for this position. If there is a salary range associated with the job, include it here as well.
- Describe any necessary certifications or licenses that need to be obtained to succeed in this role. You may also want to list what steps should be taken if the candidate already has the certification/license.
- If it's necessary to be certified in CPR or first aid, mention that as well.
- Is this position union? What type of bargaining unit do they fall under? This should be included as an additional document with your job description.

REQUISITION REASON:

Is this for a new role? To fill a vacancy? Did an employee retire? Make sure you have space to include the reason for the requisition.

BUDGET:

Add details about the impact the new position will have on budget: Is there room in the current budget for a new hire or is it for the next fiscal year? Will this new hire require any additional budget?

Your company may have a req form to build from. Reach out to your HR team to ask if they do or if they have a preferred format. Even if a hiring freeze isn't lifted yet, it doesn't hurt to have the req ready to send to HR when it's time!

HOW WILL YOU SOURCE CANDIDATES?

Once you have hiring approval, it's time to source candidates. What's your plan to find great candidates in a jobseeker's market? Here are some ideas:



JOB BOARDS:

Popular job boards are a great place to post a job and have candidates apply. Some boards are better for certain industries or careers, so research which ones are best for you. Many, however, require paid plans to boost your posting higher in searches or to a wider range of candidates.



STAFFING COMPANIES:

Staffing companies—like Insight Global—are experts at finding talent. We alone placed over 50,000 consultants at companies alone in 2022. We found hundreds of thousands of more candidates.



REFERRAL PROGRAMS:

Does your company have an internal employee referral program? If so, utilize it to source candidates! If not, you can still spread the job opening by word-of-mouth and by sharing it on LinkedIn. (We'll dig more into that part in a moment.)



ADVERTISEMENTS:

Pending your budget, advertise the job opening across the aforementioned job boards (for higher placement), on social media, emailing former applicants, contacting local universities, and more. Each option has its pros and cons, so weigh what makes the most sense for the role.

LINKEDIN

LinkedIn has nearly 300 million monthly users. We asked our 1.5 million followers on LinkedIn, and 70% of respondents said they primarily used it for job searching!

You have to have a presence on LinkedIn when it comes to sourcing candidates. It expands your talent pool so much! Given that... let's dig in a little more to LinkedIn



GETTING YOUR LINKEDIN PROFILE READY—BOTH YOU AND THE COMPANY

As a manager, make sure you're regularly:

- Posting, liking and commenting on other's posts, and interacting with your connections
- Participating in Groups
- Attending events to stay up on latest trends from industry experts

This all helps build your authority on the platform among your connections and potential future employees. When you post a job opening on LinkedIn, your connections could help spread the word.

But you also want to make sure your company's LinkedIn is active and offering great content, too. Most businesses have someone dedicated to running their LinkedIn as part of their social media presence, and employees often will support and amplify the messages by sharing the company's posted jobs and content.

But we understand that's not always the case. Making sure that you—and the company—regularly interact on LinkedIn can be time-consuming, but it can be very worthwhile both from a recruiting point of view and a business development perspective:

- It increases the visibility of your company on the platform.
- Allows you to use your brand voice in the professional space and talk about what's important to the business and the industry.
- Stay in touch with candidates, customers, colleagues, thought leaders, and peers.

Building a solid base of connections takes time, but it's never too late to get started. As a hiring manager, having a large and connected network on LinkedIn can truly help you find talent once it's time to hire. Find out more about [how to leverage social media](#) for recruiting in our video.

PREP FOR FUTURE INTERVIEWS

It may have been a while since you last interviewed a candidate. Don't worry! We've got you covered with an interview worksheet that's all set up with interview questions that are a great starting point for nearly any role.

There's also space for you to write your own questions and take notes for any candidate. Just remember, your interview notes may become part of their future personnel file.

Candidate Name	Interviewer(s)	Position	Department	Date

1 What is something about you that isn't on your resume?

2 What is a difficult situation you've faced, and how did you overcome it?

3 What are your strengths?

4 What are your weaknesses?

5 What are your goals for self-improvement over the next year?

6 How would your co-workers describe you?

7 How do you respond to tight deadlines?

8 What's the most interesting project you've worked on during your career?

9 How did you end up in your current role?

10 What is your ideal company culture?

11 Why do you want to work for this company?

12 Do you have any questions for me?

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FRESHEN UP ON EXTENDING A JOB OFFER

If it's been a while since you interviewed, it's also probably been some time since you extended a job offer. While HR may offer the job to your candidate formally with a phone call or written letter, there are some things to keep in mind once you decide on a candidate:

- **Decide quickly:** Letting your candidate know they've been selected in a timely fashion (within a couple of days of the final interviews) helps you both. Many job seekers are interviewing for multiple positions at the same time, so telling your candidate that you want to move forward with them may give you an advantage over the competition. You also want the candidate to have a great hiring experience, so let them get started on it right away!
- **Make an initial offer over the phone:** Once you've selected a candidate, call them (or ask HR) to tell them the good news! It's a great time to tell them why they were selected, talk about potential start dates, and discuss any additional questions the candidate has for you. Take time to detail their compensation but let them know you'll follow up with a written offer. Share the next steps with the candidate including when they should expect a written offer. There may be rounds of negotiations based on salary, benefits, and other aspects, but now's the time to get that ball rolling.
- **Then make an official written offer:** After the phone call, send the written offer. This formalizes the details, and, in most cases, it's a document the employee will sign confirming the job arrangements.

- **Let other candidates know:** You won't want to leave other candidates hanging. Once you've extended an official written offer to a candidate and they have accepted, you can let other applicants know they weren't selected. Let them know you were impressed by their skills and experience—if you were. You don't want to burn a bridge with a quality candidate, especially in a tight labor market. You can even connect with them on LinkedIn to easily stay in touch for future openings.

And, if you're the one who will also send the official job offer letter or email, here's a brief template of what to mention within the letter:

***Note:** this is not a word-for-word template. It's just a guide to give you a general layout of how a job offer format can be laid out. Consult your HR department or employment lawyer if you yourself are extending a formalized letter.

[Your Company Letterhead]

Date

Candidate Name

Dear (Candidate Name),

- Start with sharing the candidate has been chosen, what their job title is, and when their start date will be
- Define who the candidate will report to and their compensation package for the role
- Define the type of employment the position will be
- Detail the benefits package the candidate will receive including any PTO, retirement plans options, insurance, and more
- Note when the candidate needs to respond to job offer by

Thank you,

Person offering job *[that's you!]*

Candidate's name, a line for their signature, and date

ONBOARDING CHECKLIST

Once it's time to onboard your employee, we're sharing a general checklist for you to follow to make sure your new hire is set up for Day 1 and beyond.

***Note:** This checklist can vary company-to-company and role-to-role. This is meant as a starting point to make sure your new hire is set up for success!

We've left blank spaces for you to add tasks specific to your company and team.

Task name	Date to be completed by	Done	Notes
Candidate accepts and returns signed offer letter			
Complete background check, drug testing, or other pre-employment screenings, if needed			
Create an employee profile in your internal systems			
Initiate new hire onboarding paperwork for day one or pre-boarding (onboarding completed before their first day)			
Request shipping address from candidate (applicable if they need a new-hire materials or work-from-home equipment)			
Ask IT to create email address, enable internal employee account, and order computer or any other necessary devices			
Create job-specific accounts or software needed and set up access with their email			
Organize training and new hire orientation			
Get employee set up in payroll and benefits systems			
Get desk or office space identified and set up			



We Make Hiring Easy

Hiring can be tough. Insight Global makes it easy.

With thousands of recruiters and account managers across North America and London, we can handle staffing solutions of all sizes.

Reach out to us at insightglobal.com/hire to get started.

ABOUT INSIGHT GLOBAL

Insight Global is an international staffing and services company specializing in sourcing IT, accounting, finance, healthcare, and engineering professionals and delivering service-based solutions to Fortune 1000 clients. With more than 70 office locations throughout the U.S., Canada, and U.K., Insight Global placed more than 50,000 people in jobs in 2022.

In addition to staffing services, Insight Global provides culture consulting, DEI training, specialized healthcare staffing and resources, and array of client programs through our managed services division, Evergreen. To find out more, visit www.insightglobal.com.

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