



MGMA Career Center

RECRUITMENT CHECKLIST

RECRUITMENT BEST PRACTICES CHECKLIST

- Before recruitment begins, develop a job description and benchmark salary.
- Hold an intake meeting with the hiring manager to discuss the recruitment process, position details, and ideal candidate qualities.
- Post on a variety of sources-MGMA Career Center, LinkedIn, Zip Recruiter, any niche recruitment sites based on position.
- Review resumes and select candidates based on job description and meeting minimum qualifications for position. Check for spelling, longevity in positions, education, experience, etc.
- Reach out to candidates and set up phone interviews.
- Conduct phone interviews with candidates and use a phone interview template.
- Invite final candidates back for in-person interviews/job shadow
- Review final candidates with hiring manager and discuss any potential concerns.
- Check references provided by candidate.
- Complete any other steps per company-background and drug screen checks, etc.
- Extend verbal offer to candidate. Follow up with formal, written offer letter.
- Follow up with other candidates to notify position is closed.
- Remove job posting from all posted sources.
- Prepare for the new hire's first day and communicate this to new hire before their arrival.



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Additional tips:

- Develop a well-defined recruitment process and use the same process for each position
- Understand compliance!
- Understand the Equal Employment Opportunity Commission and Office of Federal Contract Compliance programs regulations-use consistent, legal processes for hiring and rejecting candidates
- Sell your benefits
- Sell your benefits and be creative- include anything additional like your great culture, training opportunities, growth potential, etc.!
- Consider internships
- Internships can be a great way to get talent early during school and then convert them to permanent employees
- Build relationships in community
- Attend career fairs in community and local schools
- Track recruitment performance
- Keep track of sources that work best and are the most successful, this information will be helpful for future recruiting
- Develop a strong employee referral program
- Your high performers might know other great potential employees! Entice your employees to refer new employees with an incentive. Referrals tend to stay with organizations longer and improve retention!
- Make it a great candidate experience!
- Create a personalized experience and show the candidate your company culture
- Have great follow through and don't lose out on candidates because you aren't following up in a timely manner