

Tips for Recruiting Executive/High Profile Positions

by Katie Matysik, Recruitment Policy Advisor

RECRUITER:

Organization

- Create a recruitment plan that includes who is responsible for each task and the due dates for each item. Recommend the Rapid Response Recruiting Tool found on the [Recruiting Toolkit](#) webpage.
- Ensure that the hiring manager agrees to the plan and make any adjustments as needed.
- Mark your calendar or set reminders to complete the tasks that are assigned to you, but also that are assigned to others to make sure they stay on task as well.

Communication

- Keep hiring manager apprised of the recruitment status regularly. Either set up weekly touch points with them, or otherwise provide updates at each stage of the process.
- Although the hiring manager may be an authority figure, you are the subject matter expert on the recruiting process so do not be afraid to point out any areas of concern with the plan/process. For example, if you notice that something is straying from the plan or from best practice, respectfully advise the hiring manager of the situation and offer suggestions to get back on track.
- Keep the candidates engaged and apprised of their status by sending them notifications that thank them for their time and interest and provide an ETA for the next step.

HIRING MANGER:

Organization

- Before submitting a request for a recruitment, have an updated position description, position number, and funding allocation prepared.
- Upon receiving a recruitment plan from the recruiter, evaluate the timeline thoughtfully and ensure you can meet the deadlines. Block your calendar as needed to prioritize recruiting tasks.
- If you have plans to be absent (e.g., vacation plans) make the recruiter aware so that the timeline can be adjusted to work around your absence.
- Decide who you want to participate as a rater during interview steps and reach out to them in advance to gain their commitment to the process and timeline.
- Work on interview questions in advance so they are ready to go when needed.

Communication

- Be responsive to your recruiter. To keep top-talent engaged in the process, we must respond to candidates with urgency. If your recruiter requests something of you, swiftly reply so that action items/communications are not delayed.
- Be open minded to your recruiter's suggestions. Recruiting efforts often evolve over time to adjust to market demands. The recruiting process you were accustomed to in the past may not be the same strategy being used currently. Trust that your recruiter knows the most effective way to get the job done.

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