

Recruitment and Selection

Employers of Choice attract high quality applicants, cultivate high performance standards, and can count on their employees to go the extra mile. How do they do this? They adopt workforce management best practices that enable them to find, engage, and keep the best workers.

To what extent have you adopted workforce management best practices in your organization? Take the Best Practices Assessment to find out where your company is performing well and where it could improve.

For each Best Practice listed below, evaluate how well your company's actions meet the application standards. Use the following ratings scale:

Rarely apply the practice	1 point
Sometimes apply the practice	2 points
Always apply the practice	3 points

Best Practice	Application	Score
<i>Assess and strategically manage employee supply and demand.</i>	Identify how your company's goals will affect your human resource needs (HR demand).	
	Assess the degree of fit between the available labour pool and the projected demand, and seek to achieve equilibrium.	
	Develop accurate job descriptions and job specifications for every position in the organization.	
<i>Develop an effective recruitment strategy.</i>	Communicate your employer brand and job opportunities through a variety of channels.	
	Accurately reflect responsibilities and working conditions (provide realistic job previews).	
	Assess the effectiveness of your recruitment efforts and adjust accordingly.	
<i>Base your hiring decisions on sound principles.</i>	Use an application form that requires the applicant's signature attesting to its accuracy and granting permission for checking references and facts.	
	Develop a formal selection protocol that is matched to job requirements and organizational culture, consistent with human rights legislation, and free of bias.	
	Provide training for those involved in the selection process.	
<i>Total Score</i>		

Interpreting Your Score

- 22 to 27** Congratulations, you are well on your way to becoming an Employer of Choice.
- 16 to 21** Though you clearly apply many of the best practices, you would benefit from a greater understanding of the concepts.
- 1 to 15** You haven't mastered the practices, but since you've taken this questionnaire, you value becoming an Employer of Choice.