



Top 10 Candidate Selection Best Practices

1. Know how each job supports your organization's key objectives.
2. Consider both internal and external candidates for open positions.
3. Use objective criteria based on known outstanding performers in that job.
4. Ensure compensation is competitive, based on current market rates for the job.
5. Apply a consistent selection process to all candidates.
6. Include key stakeholders in your employee selection process.
7. Train your interviewers in your employee selection process.
8. Give interviewers guidance to help them probe deeper to ensure a candidate's "fit" for the position.
9. Conduct comprehensive reference and background checks on final candidates.
10. Ensure your orientation process helps people become productive more quickly.

Source: Profiles International - 2009

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