

BEST PRACTICE FEDERAL GOVERNMENT TALENT ACQUISITION

7 STEPS

PREPARE



- Gather the right people, resources
- Build up position/client knowledge quickly

IN-TAKE

- Build client credibility
- Quickly learn position



WRITE PLAN



- Provide expert and strategic guidance
- Clarify; roles, risks, future actions and timelines

SOURCE

- Find target talent
- Use advanced Boolean or research techniques



FEEDBACK



- Re-calibrate your sourcing
- Let client educate you

ENGAGE

- Nurture candidate relationship
- Proactively communicate



FOLLOW-UP



- Track success

You did it! Congratulations!

WANT TO IMPLEMENT?

CHECKLIST

Prepare

- Ensure HRS, A.O., and S.O. are at first "in-take meeting"
- Send ahead "Candidate Sourcing Questions" to S.O.
- Determine if recruiting team has history with client or job
- Ask HRS for vacancy info
- Find example candidates for In-take meeting
- Look in non-competitive databases to reduce timeline
- Google client's department websites, certifications, degrees, clients credentials, etc.
- Create tracking tool to capture ROI



In-Take

- Use template manager in-take meeting agenda
- Explain non-competitive hiring and ask if S.O. open to review such candidates
- Let the client speak a lot; explain key aspects of process but be succinct
- Ask follow-up probing questions about ideal candidate
- Negotiate S.O.'s involvement by asking for commitment to engage with prospects
- Immediately send follow up email for subsequent meetings



Write Plan

- Succinct strategy w/ actionable details as key content
- Develop timeline, roles, and actions; plan becomes "contract" of future behaviors
- Ensure the timeline has wiggle room
- Include social media postings, videos, and all relevant resources
- Use tables and always keep short; lists allows easy client updates
- Don't forget to include what will happen during and after an announcement



Source

- Sequence candidate terms A-Z; always use Boolean search practices
- Put technical terms in Wiki to get more terms - delete prepositions
- Calibrate volume against quality- you need both
- Use multiple sources

Google search names using "CV" or "Resume" in search bar to locate CV or resume



Feedback

- Pre-qualify candidates; HRS then S.O. Get "yes" or "no" and if yes from S.O., why?
- Re-calibrate search based on new feedback for second round
- Invite criticism by asking questions about talent quality at meetings
- Share social media and outreach content to thrill clients
- Informational phone calls; how are they going? What names are they interested in?



Engage

- Message first, 3 sentences max, then call
- Include S.O. comments and contact info, video and ,if necessary, follow up
- Ask uninterested candidates to give referrals
- Offer a phone call with you or the S.O.
- Don't ask for resume upfront, avoid sending vacancy links
- Proactively inform candidates of step in process
- Smaller talent pools require stronger connection



Follow-Up

- Summarize metrics; tracking % names sourced, applied, on cert, selected, etc.
- Ensure names engaged with are placed into ROI tracking process
- Share summarized metrics, and close out relationship with H.R.S., A.O., and S.O.
- Experienced recruiter meets with junior recruiter to exchange feedback
- If ROI, record story and share back success story to hiring team

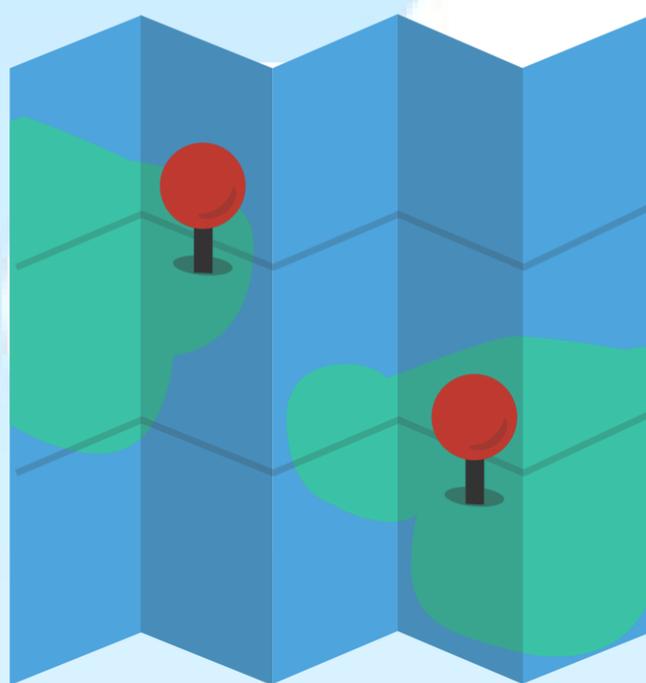
DEFINITIONS

H.R.S.

Human Resource Specialist (staffing)

C.R.U.

Corporate Recruitment Unit

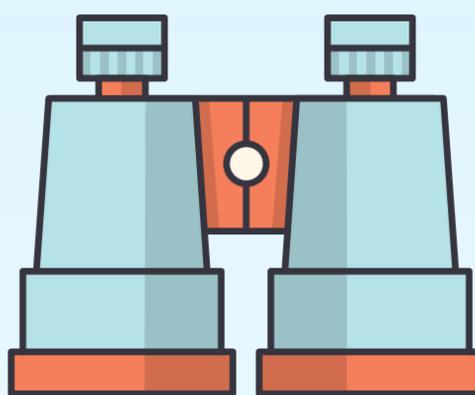


A.O.

Administrative Officer

S.O.

Selecting Official (Hiring Manager)



Cert

List of candidates reviewed by HR that a selecting official can hire from

Announcement

Official vacancy actually posted on USAJOBS

Vacancy

HR approved job description for announcing opening

Non-

Competitive

Ability to hire candidate without public announcement. Ex. Veteran