

WELCOME PACKET



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WELCOME

Thank you for Choosing StaffHealth RPO to assist you in the hiring process. This packet of information will be your reference point for the process, contact information, and step-by-step instructions on how to get started.

CONTACT INFORMATION

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HOW IT WORKS



Team of Designated Recruiting Specialists

StaffHealth RPO will build a team of recruiting specialists specific to your needs. Our recruiters will be specially trained on your positions, the geographic area, and company.

“ We will determine the number of recruiters needed based on your changing needs. ”

Phone intake meetings per opening/hiring manager

For each position, a 30-minute phone intake call will be conducted with the hiring manager to go over the position intake form. On this call we will identify key responsibilities, experience needed, ideal skillset, company culture fit, and other specific requirements for the position.



Parking Spots

StaffHealth RPO allows for one opening per Position per Location. We call these openings “Parking Spots” (PS).

A Parking Spot can be used for any type of position and for as long as needed. Once a position is filled, the Parking Spot is now available for the next opening.

A PS can be used when multiple hires are needed for the same job if it is in the same location. If the openings are in multiple locations (25-mile radius) then multiple Parking Spots are needed.

Create, pay, and post ads on job boards

StaffHealth RPO will use its industry expertise to determine the best and most effective methods for attracting candidates to apply to client positions. Each Parking Spot will receive a unique Client Branded Ad paid on ZipRecruiter. Ads may also be placed on additional sites by StaffHealth. Clients may choose to place ads on other locations as they wish. As there is no cost for hires/candidates, ALL candidates can be sent to StaffHealth RPO for processing. This includes referrals.



Filter responses based on your requirements



Your designated StaffHealth RPO team will evaluate and filter job applicants for initial requirements and determine the best candidates to move along in the hiring process. We do this via our own applicant tracking system (ATS). Clients may have access to this system to follow along and communicate with their Recruiter.

Phone screen candidates

Once a candidate is determined to be a possible fit, your StaffHealth RPO team will conduct a phone screen with the potential employee. We will use the information gained from our intake calls to evaluate candidates not only based on hard skills, but also on our judgment as to how they will perform as part of the specific hiring managers team.



DID YOU KNOW?

We will provide a periodic update on our progress including open positions, candidate flow, and anticipated needs.



Submit phone screen results via candidate summary

Hiring managers will receive a quick and precise summary of our assessment of the candidate. This will be in an easy-to-read bullet point format allowing the hiring managers to make quick choices. If client wishes, StaffHealth RPO may schedule candidate interviews with hiring managers. A set availability schedule or access to calendar is required.

GETTING STARTED

01

The first step is to complete a “Position Request Form” and send it to your assigned Account Manager. The form also includes a checklist of additional documentation needed, including Job Description(s) and any ads you have used in the past for the position.

02

We will review the request and contact you to schedule a 30-minute intake call. During the call we will review the Position Request Form with you and gather any additional information needed to make a great match for your organization.

03

From there, we begin our work on the project. This could include re-writing job ads, placing ads, and connecting to your current job boards. Our team will use our experience with ad placement to determine the best and most targeted locations to get the greatest results.

04

Candidate Evaluation

We will review every candidate who applies to the opening determining which responders best fit the unique job requirements for the position and your company environment.



Candidate Eval. Continued. We will work with you to hone in on the critical aspects, so you only see the best of the best. From there we will send you not only their resume, but also the results of the phone screen in a concise bullet point format highlighting strengths, weaknesses, and company culture fit.

05

Now that you have the pre-selected and pre-screened candidates, it is up to you to determine next step. You may reach out to the candidates to schedule further interviews, have us reach out to the candidate to schedule an interview with you, or have us keep looking. We will remain in contact with you weekly until the position is filled.

FAQ

FREQUENTLY ASKED QUESTIONS

What are Parking Spots?

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How many times can I use a Parking Spot?

It can be used as many times as you need it.

What if I have multiple openings for the same position?

A Parking Spot can also be used when you need multiple people for the same job if it is in the same location. If the openings are in multiple locations, then they are different Parking Spots.

Want to learn more?
Visit us at [StaffHealth.com](https://www.staffhealth.com)



What if I need more Parking Spots than I am allowed?

Clients wishing to have more available Parking Spots may purchase additional spots at any time. Please contact Sales for costs and details.

Are there any additional costs when a candidate is hired?

No! There are no additional hiring fees.

Who pays for postings on job boards?

We do! You will have no out-of-pocket costs for ads. Our experts will determine the best places to post your openings based on location, job market, job duties, and historical success with various job boards.

Can I send you internal candidates for evaluation?

Absolutely! We encourage this as it will keep internal and external candidates on a level playing field. You can send the candidates information directly to your Designated Recruiting Specialist, or better yet have the candidate apply to one of the posted job ads.

Can I post the position internally or on social media?

Sure thing. We can provide you with a direct link to the job that can be used on all Social Media platforms. Candidates applying to the job will go directly into our tracking system.



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