



Workshop: Assessing the Recruiting Process



Workshop Objectives

This working session has been developed to help us examine the way we as an organization source, assess, select, and hire our employees.

The principal objective is to identify some of the barriers that skilled immigrants may face when applying to us.

As a group, we will review our recruiting processes to understand where and how we may be screening out skilled immigrants and disqualifying candidates who could otherwise become valuable employees.

Participants in this discussion should be HR Executives, Recruiters and Hiring Managers who develop, influence or implement our recruiting processes. They will use hypothetical or real examples to document how we manage the key phases of recruitment.

With the involvement and input of all of these stakeholders, we will consider possible process changes that could help remove the barriers and create meaningful action plans.

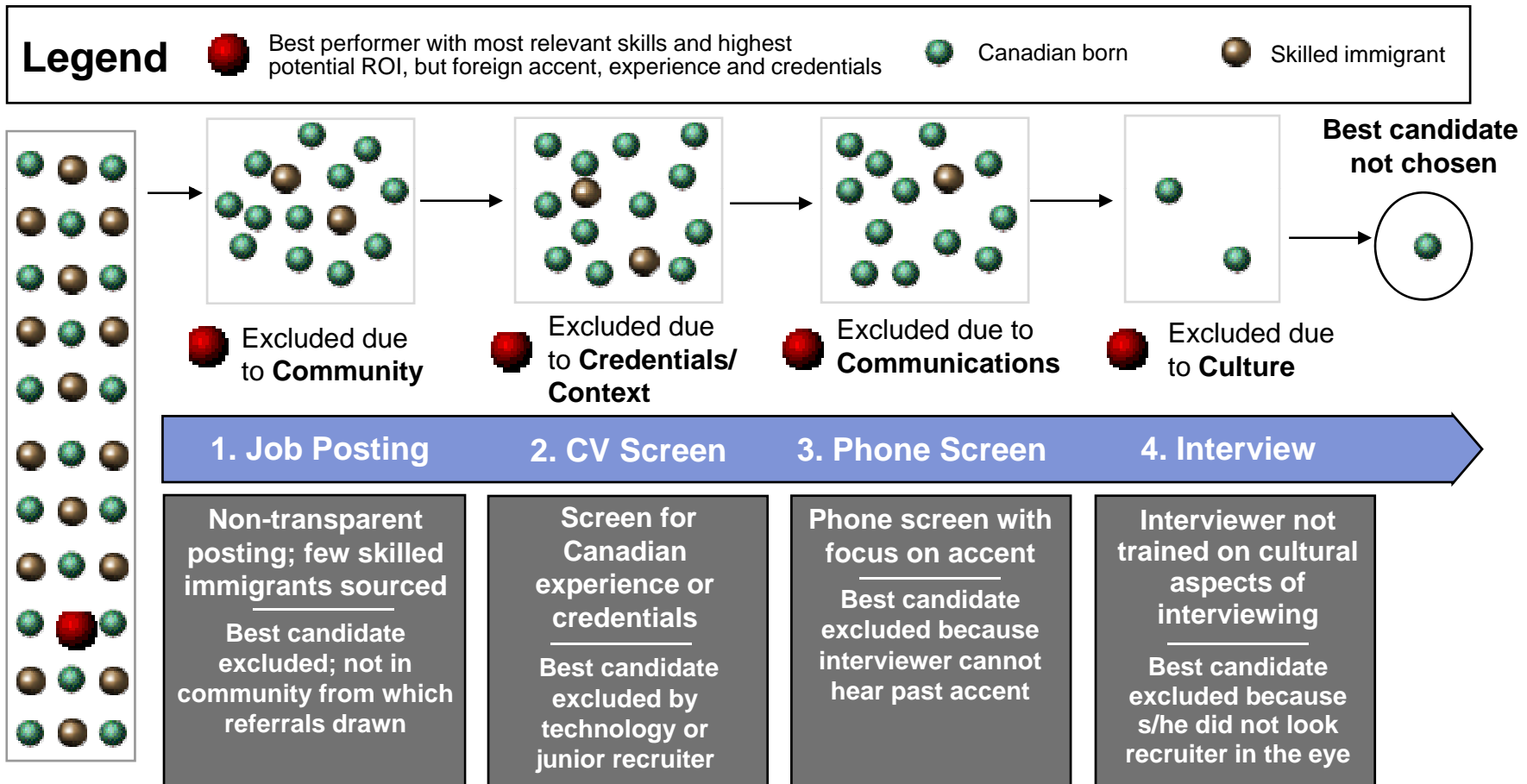


Scenario Set Up

- This assessment can be made real by using an actual position within your company, one currently open or recently filled, and actual resumes received.
 - Select a job description and identify the key skill requirements of the job.
 - Select 10 resumes relevant to the position.
 - Select a hypothetical “Best” candidate for the position. For illustrative purposes, select a skilled immigrant (recognizing that the purpose of the exercise is to identify process barriers, not to argue for employment equity).
 - Take all resumes through the recruiting process to illustrate how the order of questions (i.e. skill focus vs. Canadian experience/credential focus) impacts which candidates make it to the next step.

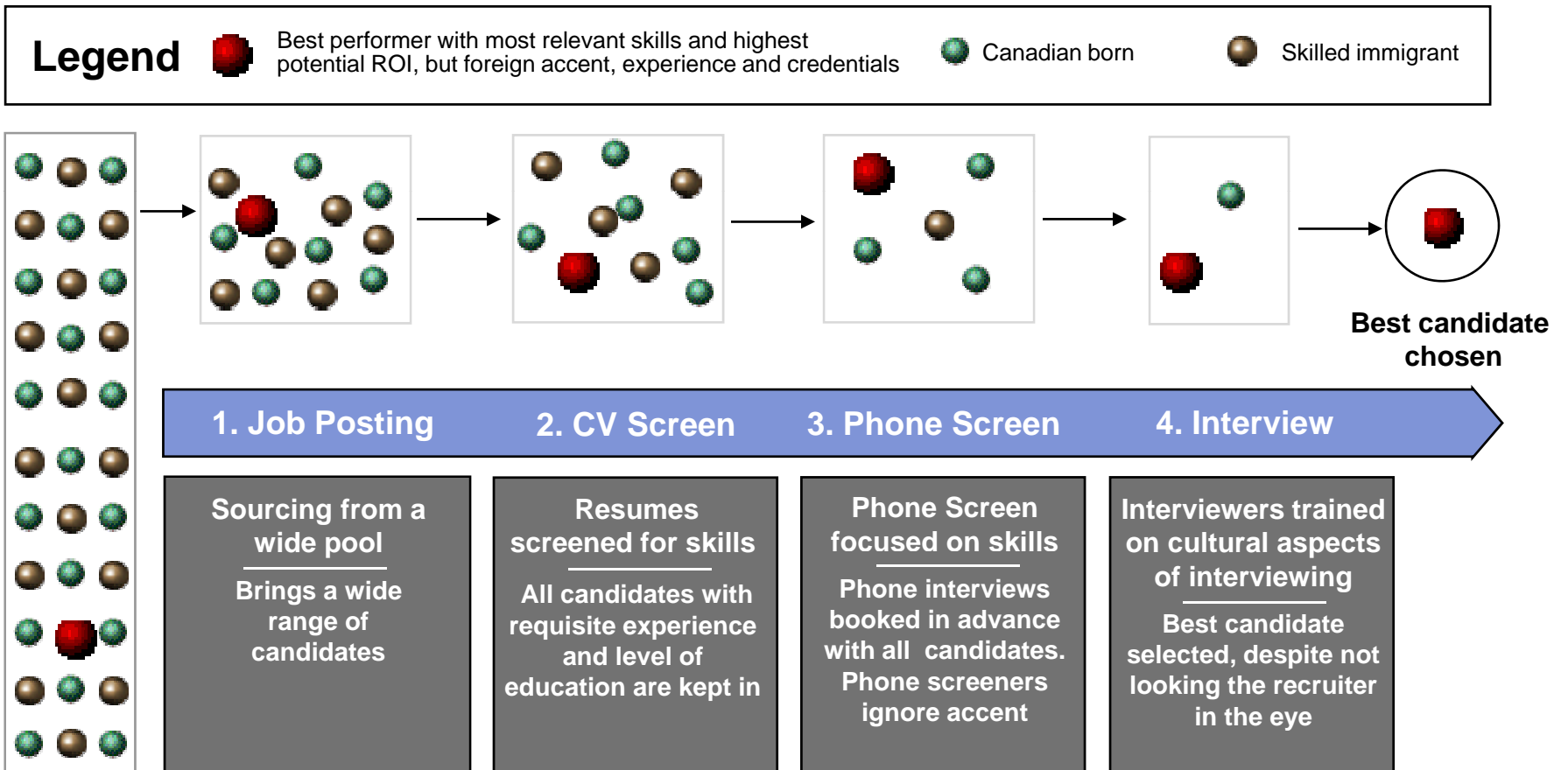


Skilled Immigrants May Be Excluded at Many Points in the Recruiting Cycle





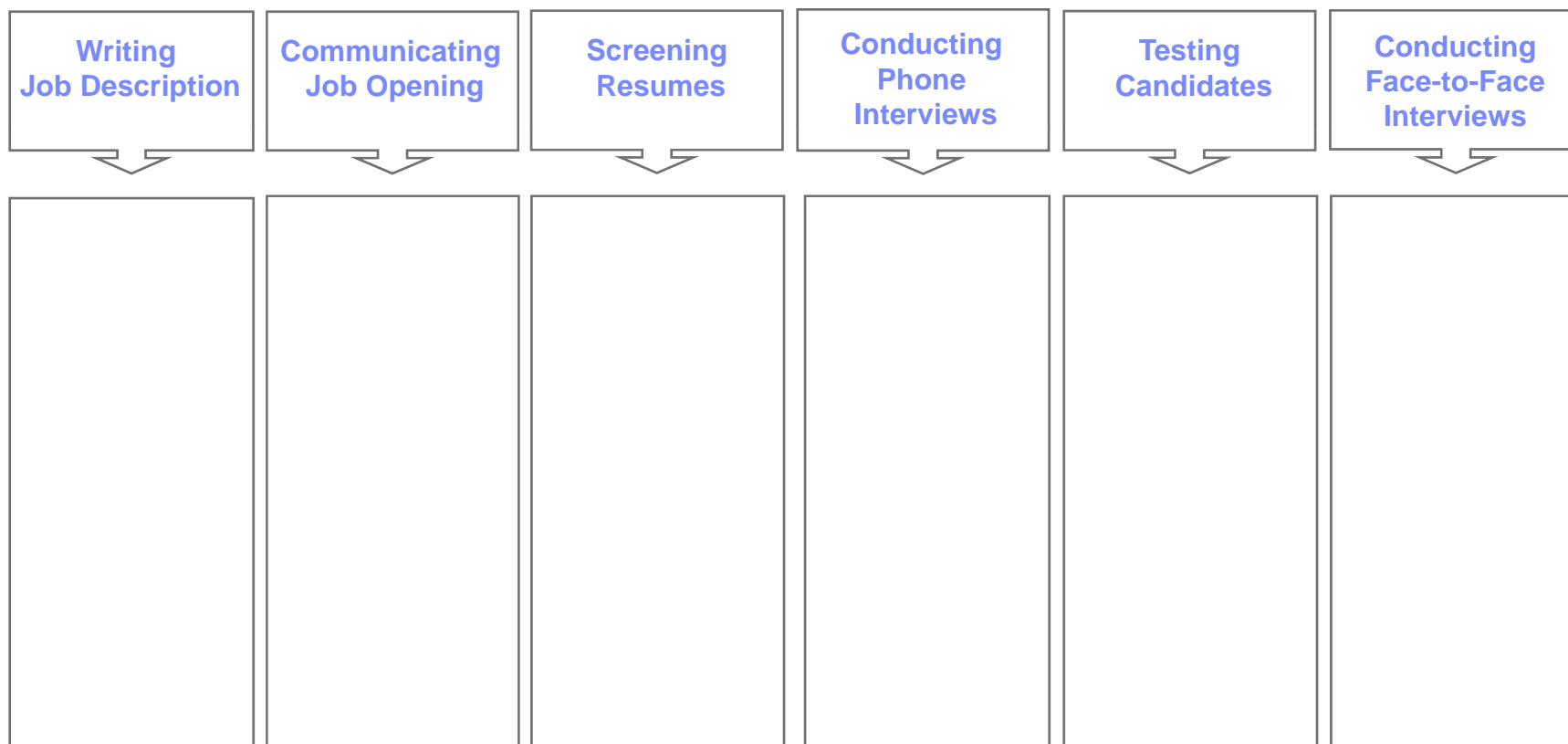
A Bias-Free, Skills-Focused Process Might Identify Better Candidates





Recruiting Process Mapping: How Do We Do It?

- What happens during the principal stages of our recruiting process?
- Describe how things happen today and who is involved.





Recruitment Barrier Assessment: Points at Which Skilled Immigrants Risk Being Screened Out

- At which steps do skilled immigrant candidates tend to not make it through to the next stage, and what are the possible reasons?



Point at which skilled immigrants tend to be screened out:

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Possible reasons why skilled immigrants do not make it through this stage:

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Change Planning

- How can we modify our recruiting process to avoid eliminating potentially qualified skilled immigrants, and what are the benefits of doing so?



Modification:

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Benefit:

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**Next time I recruit, what are the three things
I will do differently?**