A *12-POINT* CHECKLIST FOR HIRING IT TALENT

- Clearly define the job responsibilities, skills, and qualifications needed for the IT position.
- Develop a concise and enticing job description that highlights the role's responsibilities and the benefits for potential candidates.
- Post the job advertisement on relevant job boards, industry-specific platforms, and social media channels to attract a diverse pool of candidates.
- Carefully review resumes to evaluate applicants' relevant experience, education, and skills in line with the job requirements.
- Conduct initial phone interviews to introduce the organization, assess the candidate's communication skills, and discuss their qualifications further.
- Select qualified candidates and schedule in-person interviews to delve deeper into their experience, problem-solving abilities, and cultural fit.
- Develop a technical assessment or test to evaluate candidates' proficiency in relevant IT skills and technologies.
- Evaluate candidates' soft skills, such as communication, collaboration, and problem-solving abilities, to ensure they are a good fit for the team.
- Contact provided references to gain insight into the candidates' past performance, reliability, and work ethic.
- Assess how well candidates align with the organization's values, work environment, and team dynamics to ensure a positive fit.
- Provide a competitive comp plan that reflects the candidate's skills, experience, and market value for the position.
- Develop an onboarding program to ensure a smooth transition for new hires with training, introductions to key team members, and clarification of job expectations.

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