

Sobriety Center Executive Director

# Options for Recruitment

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# Three Typical Options for Filling a Vacancy

- ▶ Direct Appointment
- ▶ Manage an Internal/Staff-driven Process
- ▶ Utilize a Third-party Recruiting Company



# Direct Appointment

- ▶ Clarify/define a job description or job profile and state the primary function, major responsibilities and minimum requirements.
- ▶ Assess knowledge, skills and abilities of potential candidates to identify a possible match for the position.
- ▶ Decide that there is a match, then speak with the individual to confirm interest and suitability.
- ▶ Announce the appointment.



# Recruitment Process: Key Steps

Consulting and Profile Development  
(2 - 4 weeks)

Advertising/Recruiting for the Position  
(2 - 4 weeks)

Screening the Applicant Pool  
(1 - 2 weeks)

Interviewing and Top-candidate Selection  
(1 - 2 weeks)

Candidate Acceptance and On-boarding  
(2 - 4 weeks)



# Utilizing a Third-party Firm

- ▶ Define desired qualifications for selecting the firm.
- ▶ Review firms (or seek recommendations on firms) that meet the desired qualifications.
  - Consider the jobs for which the firm has expertise in filling.
  - Review the size and industry of companies/ organizations they've had as clients.
  - Review the skill, expertise and tenure of their staff.
  - Consider the cost of their services and guarantees.

