

Considerations & Tips for Recruiting Staff

Getting the proper staff on board is critical to the success of any project. Staff are not just responsible for conducting the work of a project, but they are also the public face of the project – so it is critical that time and resources are spent locating and recruiting qualified, competent individuals. Below are some points to consider when seeking to secure new or additional staff for a project (this includes searching and hiring).

- Establish a solid hiring practice that is going to ensure that you have the right person for the job. Write a good job announcements that includes a clear job description (with roles and responsibilities), clear requirements (including education and experience), and a salary range. Make job titles concise, and avoid long confusing job titles, and ask for resumes and references from all applicants.
- Publicize widely for new positions. Do not just publish an announcement in a newspaper and email it around – use new and innovate ways to get the word out. Contact your Tribal employment or job training office, Tribal college, and any local community or 4-year college to post and for leads. Post the announcement on local and National Native sites, and on local job searching sites (like the United Way, local non-profits, and neighboring city and county sites). Utilize social media to get the word out; post the announcement on Facebook, and on LinkedIn. Do not be afraid to cull through LinkedIn pages to see if you can't find a candidate yourself and encourage them to apply. Ask your colleagues (Tribally, locally, at the Area and national level) for potential candidates or to share the announcement.
- Once you have references, review the applications and identify the strongest candidates for the position. Interview candidates about past job performance, relationships with other employees, strengths and challenges.
- Involve current employees in the hiring process. Use them to write job descriptions, construct interview questions, and participate in the job interview. They are going to have to work with and train that person, so empowering them in the hiring process can go a long way.
- If you think somebody would be a good candidate, ask them to apply. Be prepared to encourage and persuade potential candidates to apply.
- Hiring a person part-time employee or a fellow for a shorter amount of time (e.g., a year) may be a good strategy if you need limited support or have limited funds. If you require limited support or have limited funds consider a part-time position. If he/she is successful, promote or retain him/her as full-time, regular employees at the end of their initial tenure.
- Establish an internship program that can be used to not just supplement existing staff resources, but can also serve as a mechanism to identify future employees.
- Look internally first to see if promoting or laterally moving a current employee is possible. This promotes morale, expedites the process, and eases job training.
- If at first you don't succeed, try again. Hiring the right candidate is important. Multiple job announcements may be required. It is better to take the time to locate and hire the right employee from the start to avoid potential problems down the road.