



Department on Demand

Recruiting

An offering of Roo Solutions

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Department on Demand: Recruiting

Welcome to Department on Demand: Recruiting. This toolkit will equip you to implement a recruiting system in a practical, actionable and easily understood format.

True recruiters are constantly sourcing and screening candidates to build a pipeline of talent. While those that do this work for retained or contingent fees are often called “headhunters” and used as a last resort, in-house recruiters are sometimes viewed as resume sorters who do not present the best candidates to hiring managers. Regardless of whether you have a pipeline, would like to create a pipeline, or have an immediate need, a well defined recruiting process will help you and your hiring managers identify the critical competencies needed up front. This will serve as the basis to screen, interview and select candidates according to those criteria. The forms provided can be customized to be as simple or complex as fits your organization; regardless of the tool you use, consistency is key.

As with any standardized program, it is important to review the suggestions and forms for compliance with state and local regulations.

Meet the Expert



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Kelly specializes in creating practical and culturally-relevant solutions that engage the workforce while developing organizational capabilities. With over 15 years broad-based expertise in Human Resources, Organizational Development, Facilitation and Leadership, Kelly challenges her clients to strategically align people, process and culture with the execution of business objectives; she has a particular passion for optimizing the performance of non-profits and organizations experiencing growing pains. A two-time recipient of the Employers Association Best Practices Award, Kelly earned her MBA from the University of St. Thomas and the Professional in Human Resources (PHR) certification through the Society for Human Resource Management.

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