

Your Ultimate Hiring Checklist

in **5** Steps

Finding the perfect employee for your small or medium sized business doesn't have to be a monumental challenge. Here are five steps you should include in your hiring plan to guarantee a successful foray into the modern employment market.

Step 1

Be Ready for a Ton of Applications

250

The average post receives 250 resumes.



Step 2

Look Outside of Your Comfort Zone for New Hires

45%

45% of small businesses found few or no qualified applicants for job openings.



Step 3

Be Flexible with How You "Hire"

51%

Remote job listings increased 51% from 2014 to 2017, making considering remote/freelance workers essential.



Step 4

Don't Expect to Fill the Spot Quickly

5-6

It takes five to six weeks on average to get a job offer.



Step 5

Be Ready to "Fight" for the Perfect Employee

61%

61% of employers expect to hire more people than last year.



These five steps serve as a start for a comprehensive employee-seeking plan. Contact us today to learn what additional steps can be used to help find the right human resources for your next major project!