

Sage Abra HRMS

# Creating the Recruiters Little Black Book



**Sage HR R&R: Refresh and Recertify  
Webcast Series**

**sage**

# Your Presenter for Today

Mary Anne Osborne, SPHR  
The Osborne Group

- Over 25 years of HR experience in Telecom, Financial, Manufacturing, Healthcare and Higher Education arenas
- People-centric HR Professional
- Award winning
- Business, Customer Service and Quality focused



# Objectives



## In Today's Webcast You Will Learn:

- Critical timing elements within the recruiting/retention continuum
- How to control staffing costs while improving the quality of the recruitment process
- The effects of corporate and department culture on the recruitment/retention continuum and how to incorporate this knowledge into the process
- How to keep the “good ones” from getting away
- The “Six Rules of Wise Recruitment”

# What Is The “Little Black Book”



- Business Cornerstone
- Best Kept Secrets
- Power
- Preferences
- Culture Designer



# Look Back to Go Forward

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# Recruiting Strategies

Take a Good Long Look at What You've Got

- Golden Hairs
- Flubs

Review

- What they do
- How they do it
- What they say
- What attitudes they reveal



# That Was Then, This Is Now

# Evaluate Your Culture

## Company

- Formal vs. Informal
- What is valued

## People

- Who are your managers
- What role do you play



# Develop A Strategy



- People are who they are.
- Turn those behaviors and attitudes into straight forward questions.



# Become The Employer of Choice

The #1  
Recruiting  
Tool

Employee-centric

Welcoming

Nurturing

*“Seize opportunity everyday for how sad it would be if the road you chose became the road not taken. “*

R.Brault

# Advertising



## The Ad

- Snapshot of the company
- Reveal the culture
- Ask your employees

## The Media

- Local paper
- Trade magazines
- Yellow pages
- Trade organizations
- Social Media

# Outside Sources

- **Recruiters**
  - Due Diligence
  - Avoid Temptations
  - Do Your Research
  - Build Relationships
- **Other Options**
  - University Recruiting
    - Professors
  - Internships
  - Internal HRIS System
    - Computerized talent /skills inventory



# Once You Make Contact



## Maintain Contact

- Respond to On-line submissions
- Newsletters
- Invite Drop-Ins
- Have a strategy

# Once You Make Contact



## Put Your Best Foot Forward

- Represent the company and position as they are.
- Interview etiquette
  - Begins with the phone
  - Keep it legal
- Even if you don't hire...

# The Six Rules of Wise Recruitment

1. Look back to go forward
2. Hire for attitude, train for skills
3. Past performance does predict future behavior
4. Become the employer of choice
5. Put them in the book
6. “Hire hard, manage easy” Alan Davidson

# About Sage Abra HRMS

- Sage Abra is human resource management system software that delivers tightly integrated HR, payroll, benefits and attendance functionality, plus rich reporting and analysis tools.
- Sage Abra can help your recruiters with their “Little Black Books” with its advanced reporting tools (both customizable and standard) such as Crystal Reports, and refined tracking capabilities in employee records.

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