

# BEST PRACTICES ASSESSMENT FOR ATTRACTING TALENT

## Instructions for Using this Tool

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- For each numbered statement, place an “x” in the column which best describes your company.
- Sort your responses by category (e.g., “Does not describe your company”). What numbered statements are least descriptive of your company? Which most closely describe your company?
- Since the statements reflect best practices of Employers of Choice, the areas where the statement is least reflective of your company represent areas of possible opportunity.

## Organization Review

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- Are leaders surprised by the opportunities?
- Are leaders and others in the company already focusing on those areas?

## Create an Action Plan for Areas of Greatest Need

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- Focus on the 2-3 areas where your company is farthest from best practice.
- Discuss what actions can be taken to improve the areas.
- Create an action plan, including the action step, timeframe, the owner or owners responsible for the action, and measures of success.
- Discuss how the action steps integrate with others areas of your Strategic Plan.



# BEST PRACTICES ASSESSMENT FOR ATTRACTING TALENT

Attraction	Does not describe company	Reflects to some degree how our company operates and/or our situation	Fully reflects how our company operates and/or our situation
1. We view the selection of new employees as one of the most important business decisions we can make			
2. We have partnerships with organizations to identify prospective employees (e.g. search firms, government agencies, professional associations)			
3. We use innovative and cost-effective techniques to find candidates whose skills, experiences and personal needs match the company's requirement			
4. We use a variety of shifts and work arrangements to attract a diversity of workers			
5. We use a disciplined and systematic approach for selection and staffing			
6. We carefully define the critical skills, knowledge, abilities and values required for key jobs			
7. We regularly involve managers and employees on selection teams to interview and evaluate candidates for hire			
8. Everyone who is involved in the hiring process has been trained to utilize behavioural interviewing techniques to identify relevant skills and experience			
9. We train managers and teams to make hiring decisions using business relevant criteria			
10. We openly post jobs across the organization to support employee development, internal promotions, and transfers			
11. The strategic plan includes leadership needs, skills and key hiring decisions for the future			
12. Management recognizes the importance of defining needs, skills, background and potential sources to ensure successful hires			
13. We regularly review base pay against market and the company's strategy			
14. We carefully consider outside organizations against sources and drains for talent by level and department			
15. We conduct workforce planning activities as part of organization's strategic planning process to identify areas of opportunity			

