



Employer Perspective





Agenda:

- Overview of the Recruiting Process
- How to Address Accommodations in the Recruiting Process
- How to Address Employment Gaps
 - Resume
 - Interview





Recruiting Process

The typical Recruiting Process for organizations is:

1. Resume / Application Review
2. Interview
3. Testing
4. Selection





Resume / Application Review

- The first step involves submitting a resume or application
- It is important to read the job posting and the requirements of the job to see if it is a fit
- Some organizations require you to complete an online application or questionnaire
- The questions that are asked in an application or online questionnaire can be important as they usually relate to the requirements of the position you are applying for
- At this step employers are looking for all applicants who meet the requirements of the job





Interview

- At the interview stage there can be multiple ways a potential employer conducts their interview and there can be multiple interviews for one position:
 - Phone interview
 - One-on-one interview
 - Panel interview
- There are multiple types of questions employers can use during their interview:
 - Behavioural based questions
 - Scenario based questions
- The employer is looking for someone who can respond to the questions:
 - Professionally
 - Confidently
 - Demonstrating you are the best fit for the position





Panel Interview

- The Panel Interview can be the most stressful type of interview as there are multiple interviewers
- Usually the panel interview includes:
 - representative from HR
 - supervisor/manager of the position
 - Senior manager of the position
 - subject matter expert for the position
- Interviewers usually have to take a lot of notes so don't be distracted or discouraged if they are writing and not looking at you directly





Testing

- During the Recruiting Phase employers may ask before or after the interview for you to complete testing
- Testing is usually to ensure you possess a specific skill important to the job
 - For example: a typing test for an administrative position
- There is usually a pass or fail rate but the employer may not share how you did on the test
- Be sure you understand the testing and find out as much as you can so you can practice and prepare
- The employer is looking to ensure you have/excel at the specific skill they are testing you on





Selection

- An employer may look at all components of the recruiting process to make their selection or treat each component separately and if you pass you move forward to the next component
- The Recruiting process is a competition so the employer is going to select the applicant that meets the requirements of the position the best and is the best fit for their organization
- As an applicant you also need to select the organization – you want to be sure that you feel the organization is a fit for you too
- The selection process can take time – sometimes weeks – so don't be discouraged if you don't hear right away





Accommodation

- During the Recruiting Process most employers state on their posting to inform the recruiter if you have any accommodation requirement during the recruiting process
 - It is important to be honest if you require an accommodation during the recruiting process so that you can perform to the best of your ability





Employment Gaps

- Resume:
 - If you have an employment gap you do not need to address the reason or the time you were unable to work – instead focus on the relevant work experience and skills you do have
- Interview:
 - If you have an employment gap and you get a question about this in the interview you could say:
 - “I was unable to work during this time but have since recovered”
 - Or “I had a significant life event that did not allow me to work, however, this provided me with important life experience that has allowed me to develop as an individual”
 - You could specify what you learned or how it allowed you to develop – try to make it positive

