



IN THE BUSINESS OF YOUR SUCCESS®

ADP TOTALSOURCE®

Did You Know?

Hiring Is Easier with the Right Tools

Unemployment is going down and hiring is on the rise. In fact, according to the ADP National Employment Report®, the U.S. economy added more than 169,000 jobs in April alone. That's great news if you're looking for a new job ... not so good if you're competing for talent.

Finding “the one”

After you've mined your existing staff to determine if anyone is qualified to fill a new position, you'll need to pursue candidates outside your company. That means advertising the open position. There are several different ways to do this, including posting it on your company's website, using social networking sites (e.g., LinkedIn) and listing the job on an online job board, such as Monster or CareerBuilder.

Pro Tip

Don't rule out your employees as recruiters. According to Jobvite.com, 70% of employers feel that referred hires fit the company culture and values better than those hired via other means, and 67% say the recruiting process is shorter.

But what if the best person for the job isn't looking where you've posted the open position? You may be aware of the job-posting services available through ADP® Total Acquisition Solutions. But did you know that ADP also searches online databases for qualified candidates *who haven't applied* to your job posting? That widens your net for finding the most qualified candidates.

Pro Tip

To attract good candidates, get employees singing your praises as an employer of choice. Make sure you're tops in your industry in engagement, rewards, recognition, work-life balance and community involvement.

Checking out potential candidates

After you've advertised your open position and received a flood of résumés, how do you decide who to bring in for an interview? With the significant time investment required, you want to be confident that you're talking with the most qualified candidates.

Consider the expert support you can get from an ADP TotalSource® Talent Acquisition professional. These specialists will screen the résumés and cull the applicants that don't fit the qualifications. They'll begin by helping you create a job posting that entices the right individuals to apply. They can also set up online applicant prescreening criteria and questions so the best résumés stand out for your review.

ADP TotalSource also offers online candidate assessments, powered by Kenexa. We have a library of over 4,000 assessments available to help you determine an applicant's fit for a position. The results help you ask targeted questions during an interview, so you probe more deeply into a candidate's strengths and weaknesses.



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education, employment

If it's been a while since you've interviewed candidates, or you just want to brush up on your skills, consider taking a 90-minute online interactive course offered through ADP TotalSource University. Need help creating an interview guide? Reach out to our Talent Acquisition Solutions team directly for assistance.

How much should you offer?

The final step before extending an offer is determining the new candidate's salary. Offer too much and you could overpay for the position. Offer too little and you risk losing the candidate. Consider ADP's Comprehensive Compensation Services to help take the guesswork out of this critical recruitment element. For example, our compensation services will help you attract, retain and motivate your employees. We can provide market and data analysis as well as strategy and design guidance. Our tools will help you uncover insights that drive the administration and execution of compensation programs. Our salary surveys have over 36,000 salary profiles, more than 14,000 benchmarked jobs and up to 250 compensable factors.

Don't risk a bad hire

Hiring the wrong person can be costly, so it's smart to take advantage of the tools and resources offered through ADP TotalSource's Total Recruitment and Selection Services. Want to learn more? Contact your Human Resource Business Partner or visit My TotalSource® and click the **HR** button at the top of the navigation bar.

You can also reach the Talent Acquisition Solutions team at 866-410-8767 or recruiting@adp.com.