

10-Step Recruiting Process for Cleaning Companies

Preparation: #1 Mistake is not preparing for recruiting employees

1. List your needs for new hires for right now and for what you may need in 6 months.
2. Define the Roles and Responsibilities of the position. Start by listing the skills your current employees have and the required job tasks. Figure out where the gaps are between the skillsets your employees currently have and those that are lacking.
3. Write or revise the Job Description for the position.

Process: You'll need to cast a wide net to catch the best candidates

4. Write your job ad and make sure it stands out from your competitors' ads (including local restaurants and retail). You're looking for outstanding employees who are looking for outstanding companies to work for – so make an outstanding ad!
 - a. Include one or two "to-do's" in the ad to screen out those who don't follow instructions. For example, "Send a personalized cover letter".
5. Start getting the word out.
 - a. Let your best employees know there are openings.
 - b. Post it on job sites like Indeed and Zip Recruiter.
 - c. Put it on Craigslist and social media sites like Facebook and LinkedIn.
 - d. Send an email or call friends, family, colleagues and networking buddies.
6. Email screening. Don't forget to check your spam folder for submissions. Reply back quickly to viable candidates with next steps. If they respond by phone, be prepared with screening questions.
7. When you have viable candidates, invite them to an in-person interview and pay attention to whether they follow your instructions.

Interview: In person or online via Skype or Zoom

8. Create a calm, positive environment to put the candidates at ease.
 - a. Have them do 60 – 80% of the talking. Ask about past accomplishments and goals.
 - b. Ask behavioral, not hypothetical questions (don't look for what they know, look to see what they've done)
9. Check references and listen for what's said and what's NOT said.
10. Make your offer and plan orientation