# Talent Attraction and Management Toolkit for Energy-Efficient Building Employers

This toolkit is designed to help employers build their talent attraction and development capacity in offices, sites and plants. It includes resources and tips to ensure recruitment and on-the-job management practices are modernized or retrofitted to meet the needs of today's labour market, improve retention and future-proof these practices. Additional tools and resources are provided at the end of each section and in the appendices.

## Key Reasons to Retrofit Organizational Recruitment and Attraction Practices:

- ✓ Recruiting with speedy, high-quality approaches reduces costs and achieves better results

- ✓ Speeding up recruitment means cutting out inefficient and outdated processes and reducing costly delays

- ✓ Aim to shorten the average time of 43 days from a job opening to an accepted offer

- ✓ Taking a longer-term approach to talent acquisition helps you effectively manage the ebbs and flows in the job market

- ✓ Improving industry appeal through messages that the building sector and its careers are changing and play a key role in climate change

### What else you will find in the toolkit:

- Better Recruitment and Attraction Practices
- Retrofitting On-the-Job Management Practices
- Evaluating and Building Soft Skills
- How to Find and Use Financial Support More Efficiently

**And much more!**

## Look at the steps involved in your company's recruitment process and assess if any of them are causing delays or excluding candidates. Typical recruitment steps and common pitfalls include:

| Typical Recruitment Process Steps | Common Pitfalls |
|---|---|
| 1. Identify the current and near-term needs to hire a new employee | 1. Lack of planning for both your current and future needs and how you're going to fill those needs |
| 2. Decide on job requirements, and write the job description | 2. Lack of clarity about the unique job requirements and expectations for every vacant position |
| 3. Post recruitment ads to attract new candidates | 3. Failing to alleviate roadblocks and delays that might lead to lost productivity. Can tasks be automated? Can red tape be cut? |
| 4. Screen candidates – look at resumes, shortlist candidates, conduct interviews | 4. Lack of internal communication – parties involved in recruitment need to meet regularly to identify the best approach for a position and remove roadblocks |
| 5. Select the best candidate | |
| 6. Conduct reference checks and prepare an offer | |
| 7. Onboard and train the new hire | |

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