

WORK CENTRAL AB

Hiring Best Practices

Attract, Assess, and Onboard the Right Candidates

A Career Resource from Work Central AB

Hiring Best Practices for Central Alberta Employers

In a regional labour market where strong candidates have options, a well-run hiring process is a competitive advantage. This guide covers practical best practices for attracting, assessing, and successfully onboarding talent across Central Alberta.

1. Writing an Effective Job Posting

- Lead with what makes the role and your organization genuinely appealing, not just a list of duties.
- Be specific about required vs. preferred qualifications - overly long "must-have" lists discourage strong candidates from applying.
- Include a realistic wage or salary range; postings with transparent pay information consistently attract more qualified applicants.
- Highlight what's distinct about working in your community - commute times, cost of living, and lifestyle can be real selling points across Central Alberta.

2. Structuring the Interview Process

- Use a consistent set of core questions for every candidate in a given role, so you can compare responses fairly.
- Include behavioural questions ("tell me about a time when...") to assess real past performance, not just stated skills.
- Keep the process efficient - strong candidates in a competitive market are often considering multiple opportunities at once, and a slow process can cost you the hire.
- Involve more than one interviewer where possible to reduce individual bias and get a fuller picture of fit.

3. Evaluating Candidates Fairly

- Use a structured scorecard tied to the specific competencies the role requires, rather than general impressions.
- Be mindful of unconscious bias - evaluate based on demonstrated skills and experience rather than factors like where a candidate is originally from or how closely their background mirrors your own.
- Check references thoughtfully, asking specific, job-relevant questions rather than only confirming dates of employment.

4. Making the Offer

- Move quickly once you've identified your top candidate - delays are one of the most common reasons employers lose strong hires to competing offers.
- Be transparent about compensation, benefits, and growth opportunities from the start to avoid renegotiation surprises later.

- Put the offer in writing promptly, and be available to answer questions as the candidate weighs their decision.

5. Onboarding for Retention

First 90 Days Framework

Week 1 - orientation, introductions to the team, and clarity on immediate expectations.

Weeks 2-4 - structured training, regular check-ins, and early feedback on performance.

Days 30-60 - a formal check-in to address questions and confirm the role matches expectations on both sides.

Day 90 - a performance and fit review, setting goals for the following quarter.

A strong onboarding process significantly improves early retention - many new hires who leave within the first year cite unclear expectations or lack of support as a key factor.

6. Frequently Asked Questions

Common Questions

How long should our hiring process take? Aim to move from posting to offer within 2-3 weeks for most roles - longer processes risk losing strong candidates to other offers.

Should we always post a salary range? Yes where possible - transparency tends to attract more, and more qualified, applicants, and reduces wasted time on mismatched expectations.

How many interview rounds are appropriate? Most roles are well served by 2-3 rounds; more than that risks candidate drop-off without meaningfully improving hiring decisions.

7. Avoiding Common Hiring Pitfalls

- Hiring too quickly out of urgency, without proper screening, often costs more in the long run through turnover and re-hiring.
- Relying too heavily on "gut feel" rather than structured evaluation can introduce bias and inconsistency across hiring decisions.
- Overselling the role during the interview process can lead to early turnover once reality doesn't match expectations.
- Neglecting candidate experience - even rejected candidates form lasting impressions of your organization, which can affect your reputation as an employer.

Hiring Best Practices Checklist

- ✓ Job postings include clear requirements and, ideally, a pay range

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- ✓ Interview process uses consistent, structured questions
 - ✓ Candidates are evaluated against a defined scorecard
 - ✓ Offers are extended promptly once a decision is made
 - ✓ A structured onboarding plan is in place for new hires
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Build Your Team With Work Central AB

Post your openings on the Work Central AB job board to reach qualified candidates across the region. Visit workcentralab.ca/employers.