



Organize Your Hiring Via the Internet

By Charlie Wonderlic

The right **online hiring platform** can make an employer's life **easier** in a myriad of ways.

Some days, it's almost impossible to remember how we ever did our jobs before the Internet. While there are certainly down sides to technology—how much time do you spend in a day checking and sending email?—it's a fact that the Internet has streamlined a myriad of HR tasks, increased productivity, and in general, made HR offices more efficient.

One great example of this is in hiring, a task that can overwhelm even the savviest HR professionals, especially if they're engulfed with resumes for any and every position. **The right online hiring platform can make an employer's life easier in a myriad of ways.** Here's just a few:

- **Prescreen job candidates:** This is especially valuable if you typically are on the receiving end of an onslaught of resumes. Instead of going through every one and wasting your valuable time weeding out unqualified candidates, the right hiring platform will require your candidates to apply online—and answer several questions that will reveal whether or not they're actually qualified for the position. The system effectively weeds out those candidates who are not suitable for the job without you spending one minute of time doing it.
- **Administer tests and test batteries:** It's vital to test applicants for cognitive ability, skills, personality traits, and a whole host of other factors in order to find the best person for a particular job. Instead of handing each applicant a sheet of paper and a sharp

number 2 pencil—and wading through those sheets when they're finished with the tests—you can simply instruct your applicants to take the tests online.

- **Track applicant progress:** This feature is a help to those who are organizationally challenged. Using an online hiring tool, you can see exactly where each applicant is in the hiring process at any given time. Imagine receiving a few hundred resumes for an open position. After prescreening your applicants, you come up with, say, two dozen good fits based on their resumes. The right online tool allows you to see at a glance who has taken which test, who still needs to complete some required testing, and who you have interviewed.
- **Compare candidate qualifications:** Who scored in your ideal range for cognitive ability? Who topped the charts on personality traits? A good online tool allows you to compare and contrast candidates, allowing you to see exactly how each candidate stacks up against his or her competition for the job.

Of course, even the best online tool won't—and shouldn't—do the interviewing for you. Rather, it provides prescreening, tracking, data management, and organization so that when you sit down to interview applicants, you know you're spending your time with the cream of the crop.

Pinpoint potential.

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