







FOR REFERENCE OF NECA 2023 PHILADELPHIA TRADE SHOW ATTENDEES ONLY



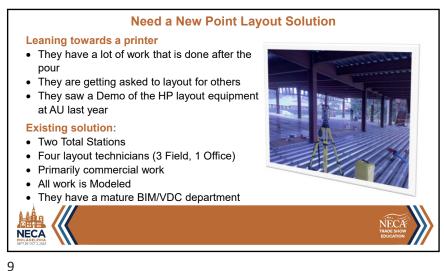
5

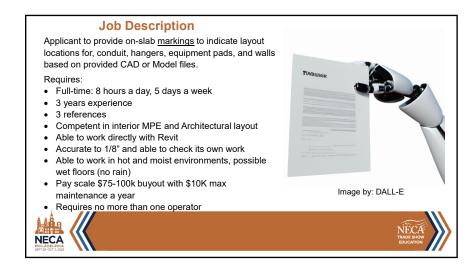
**Hiring Process for New Hiring Process for New Employees Technology** 1. Identifying the Need or Opportunity 1. Identifying the Need or Opportunity 2. Create the Job Description 2. Create the Job Description 3. Advertise the Position 3. Advertise the Position 4. Applicant search 4. Applicant search 5. Collect applicants and Screening 5. Collect applicants and Screen 6. Preliminary Interviews 6. Preliminary Interviews 7. Assessment and Testing 7. Assessment and Testing **Evaluation** 8. In-person Interviews 8. In-person Interviews 9. Reference Checks 9. Reference Checks 10. Offer Extension 10. Offer Extension 11. Negotiation 11. Negotiation 12. Onboarding Process 12. Onboarding Process 13. Probationary Period (Paid) 13. Probationary Period (Paid) 14. Review and Feedback 14. Review and Feedback You NEED a Process !!! **NECA** 

VDC Work Group Tool Chest Victolic (spoll automation) Revizto (ICP) OPENED Excel POSITIONS Registration DEPT: ALL DEPT: 1 DEPT: 2 DEPT: 1 DEPT: 1 Recap Reg Revit Reg B360 Need DEPT: 1 Look a heads **LEGEND** Pipe tools Time cards Install tracking **Identifying the Need NECA** 

**Looking for** Need to avoid · Full-time vs Part-time · Pain to work with · Experience level desired · Bad / Good cultural fit · Good references Moonlighting / Reporting to others · Core competency's · Wastes time with others · Honest and reliable Overqualified Pay scale · Attendance record Level of independence\*\*\*\* · Toxic employee **Tech Resume NECA** 

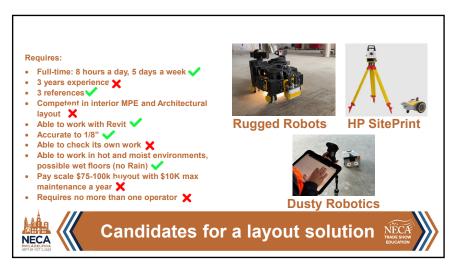
8













13





15 16

FOR REFERENCE OF NECA 2023 PHILADELPHIA TRADE SHOW ATTENDEES ONLY