

## Executive Recruiting Checklist of 22 Milestones: A McHugh Select

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Each organization will have its own internal processes for hiring new employees. I offer these 22 milestones as a checklist to help you to organize your recruiting efforts

- define position performance and background requirements
- establish salary range
- write/approve position description
- write/approve recruiting advertisement copy
- develop/approve advertising media budget
- develop list of advertising media
- announce position opening internally
- place recruitment advertisement in media
- screen resumes received against position criteria
- conduct phone interviews with qualified candidates
- write interview reports rating and evaluating candidates
- recommend candidates for potential follow- up phone interviews
- select and invite top two or three finalists for on-site interview
- evaluate and rate top finalists for each position
- develop back-up list of finalist candidates
- make offer, negotiate with top finalist
- make offers to number 2 or number 3 finalist if salary impediment occurs
- check references for finalist candidate
- hire candidate
- write letter of confirmation details such as salary and start date
- write "rejection" letters/or call "rejected" candidates
- list, organize, and archive all resumes received

### One More Thought on Executive Recruiting

One important aspect of recruiting is your ability to distill the hiring essentials into short criteria to enable you to quickly make a comparative evaluation of your top candidates. When I prepare a comparative of evaluation of candidates, I use these three criteria.

- Meeting job requirements as specified in position description.
- Probability of success in this position: organizational fit as team player, communication skills, and potential for growth.
- Meet McHugh hiring standards: "Would McHugh hire this person to his publishing team?"

## McHugh Executive Recruiting Services

John B. McHugh is an experienced executive recruiter with a specialty in commercial and nonprofit publishing, including college, business, technical, professional, religious, and association publications. He has written extensively on effective publishing management, drawing on his expertise as a successful executive of both book and journal programs. Tap into McHugh's extensive knowledge of the publishing business to find top publishing executives.

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### **About John B. McHugh, Publishing Advisor**

John B. “Jack” McHugh, a 40-year veteran of the publishing business, is a long-time successful publishing consultant. He is the author of the ***McHugh Publishing Guide Series***—80 practical papers on all aspects of publications management, which can be ordered at his website. He also publishes the ***McHugh Expert Interview Series***, 15 interviews with publishing leaders on various publishing specialties, which are available free at [www.johnbmchugh.com](http://www.johnbmchugh.com) .

In the book publishing business, McHugh has worked as an executive for Houghton Mifflin, Wadsworth, and Saint Mary’s Press. McHugh is also an experienced association publishing executive. For seven years, he was Publisher and Director of Programs at the American Society for Quality. For a two-year period, McHugh served as the Interim Publisher at the Project Management Institute.

McHugh has advised a variety of association publishers including: AASHTO, Alliance for Children and Families, ASCD, ASM International, ASTM, AWHONN, Boy Scouts of America, International Employee Benefit Foundation, NSTA, Police Executive Research Foundation, SAE, SMACNA and SNAME. McHugh has also worked for commercial publishers such as Butterworth Heinemann, Cardiotext, Kendall Hunt, and Llewellyn Worldwide.

Jack McHugh’s specialties include association/nonprofit publishing, book publishing, executive recruiting, journal publishing, marketing, rights and permissions, organizational design, and startups.

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