GW | Center for Career Services

# Recruiting Tips

Hiring managers and student applicants both value a smooth and straightforward recruiting process. While each department will have slightly different recruiting strategies and timelines, hiring managers can follow these tips to help the process run smoothly for both themselves and any students who apply to their position.

## Plan Your Recruiting Timeline In Advance

- When you are creating your position, you will be asked to identify a “job open date” and a “job close date”. This is the date range your posting will be open for students to apply. Think these dates though in advance of creating your posting.
- Think about how much time you want to spend allowing students to apply knowing you will also need time to review applications, conduct interviews, and make offers - not to mention the time needed to complete the hiring process before your new student employee may begin working.

## Don’t Wait To Review Applications

- It is recommended to review applications as they come in. While you may want to allow as many students as possible the chance to apply, this is impractical and may give false hope to students if you are filling only one or two open positions.
- Don’t wait until you reach the maximum allowed number of applications to start reviewing. Reviewing on a rolling basis allows you to pinpoint high-quality candidates as soon as they apply, and possibly close your position early.
- Since dispositions are required for all positions, It can feel overwhelming to review 30 or more applications at once. Again, by reviewing on a rolling basis you can avoid having work piled up from too many applicants. Students eagerly await updates on their application, and many students wait to hear back from some applications before continuing their job search. Even if you will not be hiring a particular student, updating their application status gives them helpful information to continue with their job search.

## Close Your Position In A Timely Manner

- Do not leave your posting open to more applicants after you have identified who you would like to hire. Keep in mind that any students applying are hopeful that they will get the position. Allowing students to apply for a position that is no longer available is not respectful of their time and effort. Student Employment will close postings upon request (simply send an email to gwse@gwu.edu and include the posting number).

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Enrollment and the Student Experience
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- When a posting is closed you can still create hiring proposals to begin the hiring process for your selected candidates - you do not need to leave the posting open until your new hires complete the hiring process.

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