

# Mastering the Art and Finesse of Recruiting to Transform Outcomes



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# A Little Bit About Me...

□ **Name:** Erica Arkin

□ **Residence:** Westwood, MA

□ **Family:**

- Husband: Josh
- 10-Year-Old Son: Lucas
- 8-Year-Old Daughter: Cori
- 2-Year-Old Cat: Sunny

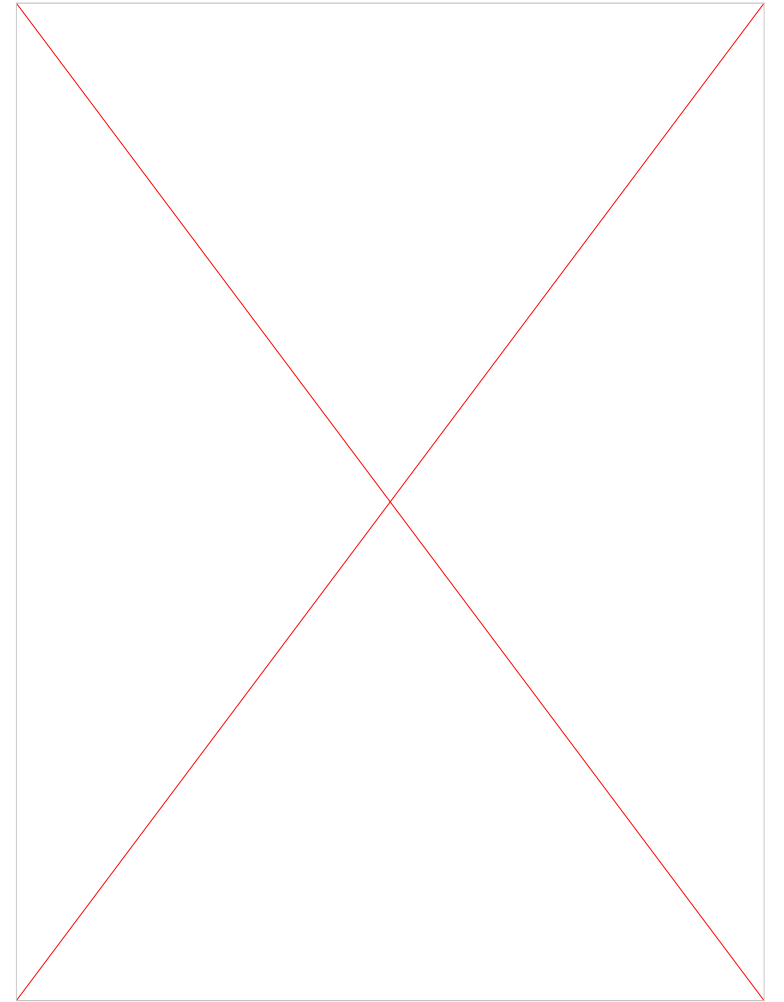
□ **Life Sciences Experience:** 18 years

□ **Recruiting Experience:**

- 7 Years with boutique agency
- 9 years in-house in Manager, Team Lead & Individual Contributor roles

□ **Position:** Senior Recruiter (Independent Consultant)

□ **Current Client Company:** Tango Therapeutics



# #1 Tip

When your direct manager, your hiring managers and executive leadership have

**confidence** and **trust**

in both your

**judgment** and **productivity**,

your job becomes exponentially

more **enjoyable**,

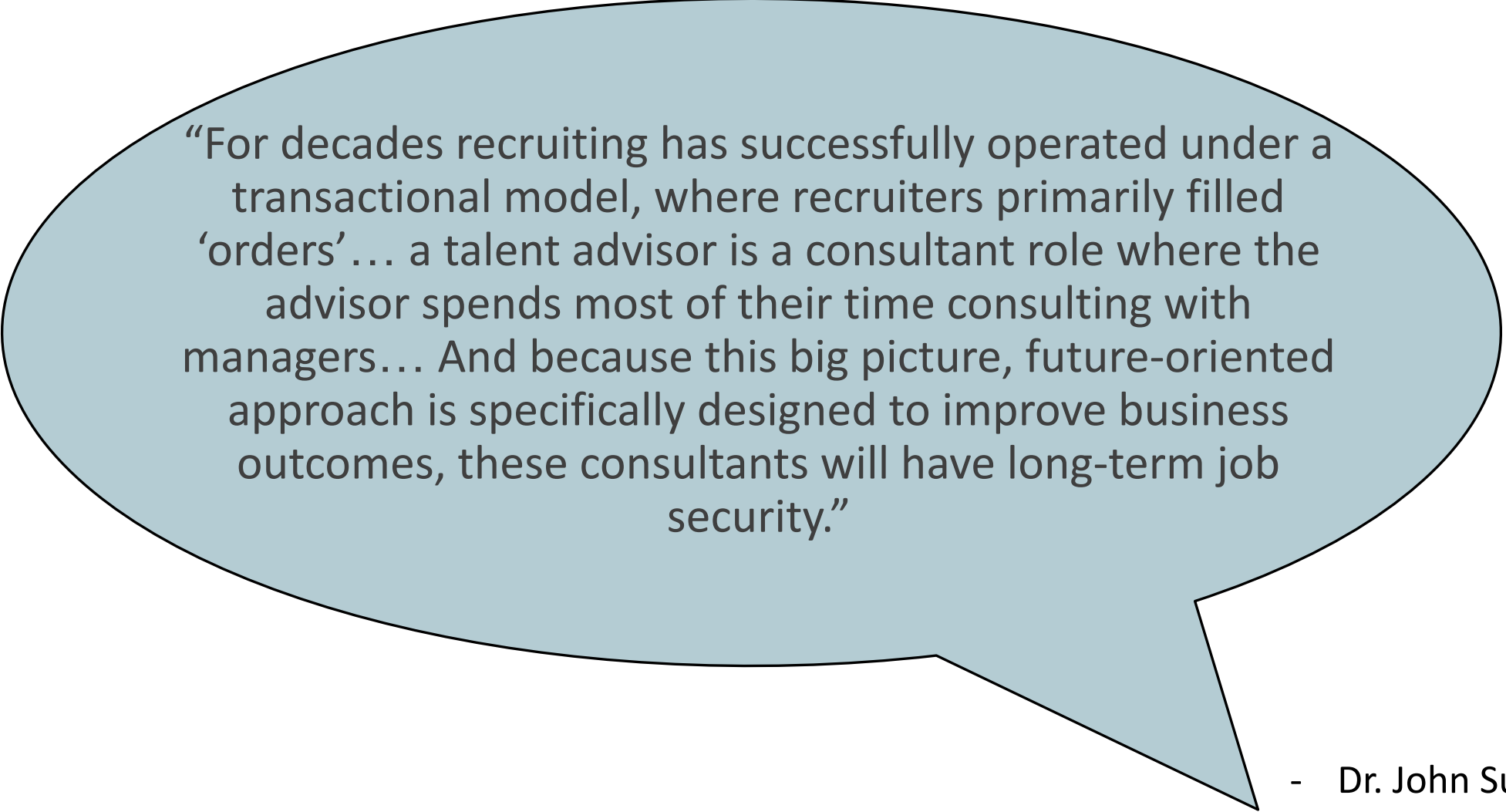
more **engaging**,

more **impactful**

and more **secure**.

So how do we get there?

# The Talent Advisor



“For decades recruiting has successfully operated under a transactional model, where recruiters primarily filled ‘orders’... a talent advisor is a consultant role where the advisor spends most of their time consulting with managers... And because this big picture, future-oriented approach is specifically designed to improve business outcomes, these consultants will have long-term job security.”

- Dr. John Sullivan,  
*HR Thought-leader*

# How do we Elevate our Recruiting in Order to Become True “Talent Advisors”?



**Strategic partnering** with executive leadership hiring managers and your own managers with an unwavering end goal of what’s best for the business



**Clear recruiting process** is critical for your success. When there is clarity for Hiring Managers and for you, innumerable problems and inefficiencies are avoided.



**Tailored materials** for your own use and for Hiring Managers are value added. Customized phone screen forms, job posting templates and various guidances for Hiring Managers are just a few.



**Proactively report** and share updates and trends with your direct manager, hiring managers and executive leadership. Both positive and negative outcomes are incredibly useful for the business and to ensure your work is appropriately focused.

“The only way on Earth to influence other people is to talk about what they want and show them how to get it.”

- Dale Carnegie



## Strategic Partnering with the Hiring Manager

### The Requisition Kickoff Meeting Sets the Stage

- ❑ Establish credibility NOW
- ❑ How much hiring experience the Hiring Manager have?
- ❑ Hold the Job Posting hostage until Kickoff Meeting is done
- ❑ Obsess over requirements in a job description
- ❑ Introduce LinkedIn Recruiter (my new favorite trick!)
- ❑ Review Recruiting Process & roles/responsibilities
- ❑ Put recurring (bi)weekly meeting on the calendar immediately

### Be the “Talent Advisor”

- ❑ Create a relationship of equality
  - Use “Listen Mode” and “Tell Mode”
- ❑ Push back where appropriate (be careful!)
- ❑ Share historical data if relevant
- ❑ Coach on compliance
- ❑ Share best practices/past experiences
- ❑ Be proactive: Update them before they check in with you

# #2 Tip

## Be Proactive

Update the hiring manager before they ask you for the update!



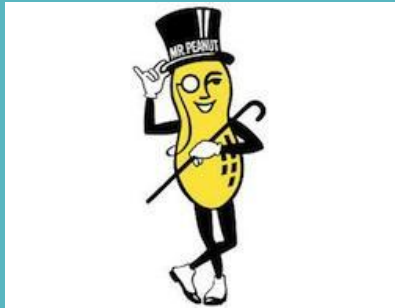
# Carrying the Torch



## When you start a new job

- Recruiting Process Workflow
  - Volunteer to improve/create clear processes if not already in place
- Recruiting Kickoff Form
- Phone Screen Form
- Meet individually with relevant leaders and/or anyone you'll be working with cross-functionally at your company
  - Introduce yourself and your philosophies
  - Ask how they describe company culture/why others should want to work there (and take notes!)
  - Ask what's been working well and what hasn't been for recruiting
- Create a document with notes for yourself on how to sell the company and update it regularly
  - Ask for a meeting or talking points from the right person at your company who can give you these bullets
- Request a weekly or bi-weekly 1-on-1 with your manager (if he/she doesn't set it up)

In a Nutshell:



X



# Thank You!

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