To: Virginia Flanders  
From: Ryan Valentine, HR department  
Date: 8-2-12  
Re: Hiring Process

With all of the recent technology and use of social media, there is room to enhance our hiring process by learning things about job applicants an interview, or job resume, could never tell us. We need to search online to see the types of behavior applicants are engaging in to help us make decision on whether to hire them or not.

**What We Are Looking For**
When doing these searches there are specific things we should be looking for.

- Alcohol or drug abuse
- Professionalism
- Things that show the employees resume or interview may contain untruthful information
- Strong or lack of grammar and spelling skills
- Illegal activity

Our company places value on the way our employees conduct themselves so it is important to us that our employees are professional and avoid illegal activity, of any sort. We also value productivity in our workforce and we feel that drug involvement, alcohol abuse, and lack of grammar and spelling can inhibit this.

**Process**
In this process applicants of all ages will be searched for by our HR department. Time and money are valuable so they will only be searched on Facebook and google. On google all results for the applicant will be looked at, while on Facebook there will be a focus on pictures, posts, and general information they share. Applicants will not be searched for if they fail the interview.

Social media sites have been around for a long time so information on some of these sites may be somewhat dated. We can't make hiring decisions based on information that is older than three years, due to the fact that people are capable of bettering themselves.

If the applicants page is private then they will be asked to unblock it for the purpose of the search. They will be able to re-block it once it has been looked at, but if they don't comply they won't be considered for the job. In order to stop them from having a chance to alter the content before the employer can see, they will be asked to unblock it at the end of their interview.
Managing the information
Because of the need to have the profile unblocked, all strong applicants will be informed of the search process at the end of the interview. They will also be notified that we will not judge them by their ethnicity, religion, or sexual orientation. If we aren't interested in them upon completion of the interview, there is no reason to search for them, or even notify them of the process.

When doing the search, the results of what we find for our applicants will vary with three potential results.

- applicant displays positive professionalism
- search had some questionable material that may be worthy of an explanation
- search returned enough negative things to put the applicant out of contention for the position

If the result is the first, the employee will be brought in for their final interview, or will be hired on the spot if the employer has seen enough to make their decision. If the result is the second, the applicant will be contacted for a last interview, where they will have a chance to explain what was found. If the explanation is reasonable and we want them for the position, they will be hired. If the result is the last, then the employee will be notified that we appreciate their time, but we are not interested in them for the position due to the results of our search.

In order to find the best candidate, we must use this search process. It will be effective both cost wise, and efficiency wise. Resumes and interviews used to be enough, but this will take our hiring process to the next level, ensuring us great employees.