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Activate your FREE (Basic) Account

Neighborly has provided this for all Neighborly franchisees. Follow the steps outlined in <https://hirefornbly.com> (You MUST use the email provided to us by your brand or you will receive an error message)

Watch a demonstration of What CareerPlug will do for you (<https://bit.ly/2VOyxTe>)

2

Upgrade to a PRO Account and add Text Recruiting

Post your first job (<https://bit.ly/2Uyc3FU>)

3

Assign someone in your office as your Recruiting Administrator

They will be the person who checks CareerPlug during the day, contacts all new applicants (via phone/ email/ text), and schedules initial phone screens with candidates for your hiring manager. In most instances this is not the franchisee – instead someone who handles all the details.

4

Contact all candidates within 15 minutes of applying

Your Recruiting Administrator or Franchisee should contact all applicants within 15 minutes of applying (via phone/ text/ email). To ensure this is possible, keep CareerPlug open in browser during the day.

Initial Review Step Training: <https://bit.ly/2XW2sej>

Phone Screen Step Training: <https://bit.ly/2CkzyLv>

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Always Be Recruiting (ABR)

Plan 30-60 minutes per day to focus on recruiting & hiring (time will vary on hiring needs). All franchisees should Always Be Recruiting to fill needs or upgrade their team. This is also the best way to build your bench for your future needs.

6

Use your Candidate Evaluation Tools to Hire Superstars

Phone Screen & Interview Scorecards - FREE to use. Use these templates and scorecards to ask consistent questions and create a consistent way to evaluate your candidates. (How to use: <https://sforce.co/2u3w7nR>)

Reference Guide helps you complete reference checks on the candidate. (How to use: <https://bit.ly/2TORxMx>)

Background Check - make sure to run a background check on your candidate before starting them; CareerPlug is integrated with Universal Background Screening Background Checks. (How to use: <https://sforce.co/2EXmV9O>)

Personality Assessments - FREE to use. Send your candidates a short personality assessment to compare them vs. your top performers; your final step before hiring (How to use: <https://bit.ly/2SWTQ3f>)

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Hire your candidates

Click "Hire" when you've offered a candidate to track your time to hire candidates and to launch Onboarding so you can have the candidate fill out their employee paperwork electronically. Submit your candidate for review to receive tax credits for hiring (WOTC).



Review

Review 15 minutes after applicant applies

If Pre-Screen Score <80 contact within 24 hours
If Pre-Screen Score is "D," send rejection email



Assess

24 hours after assessment

If Assessment Score does not meet benchmark,
send rejection email



Interview

24 hours after interview

If In-Person Interview was poor,
send rejection email



Phone Screen

24 hours after phone screen

If Phone Interview was poor,
send rejection email



Reference Check

24 hours after references

If References are not good,
send rejection email



Offer

Complete Background Check

If no response after Offer,
send rejection email



Hire

7 days after apply

If Background Check has failed, send rejection email



Background Check

24-72 hours is average
response time
from vendor