



The IRIS guide to recruitment, applicant tracking systems (ATS) and onboarding

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Businesses need a trusted ally when faced with a recruitment landscape that's becoming more sophisticated by the year.

The days of putting a simple advertisement out and waiting for a response are long gone. Now, you must showcase your business on a variety of platforms and fiercely compete with rivals seeking the same talent.

And once the resumes come in, managing candidates, identifying the best, and successfully bringing them on board is no simple task.

So, how can you get started?

That's what this guide is all about.

How this guide helps you

This guide is a crash course in all things recruitment.

It doesn't matter if you're a professional services firm seeking to help clients or a business looking to handle recruitment in-house; everyone entering this arena needs tips, tricks, and resources if they want to succeed.

Here's what's in our recruitment guide:

- An overview of the recruitment landscape for businesses
- An understanding of what job seekers want
- A discussion about remote working
- Best practices when it comes to recruiting
- A step-by-step walkthrough of onboarding new hires
- Clarification on what good recruitment and HR software looks like
- The hallmarks of fantastic HR services
- ...and more.



The changing recruitment landscape

At this point in a guide, it's usually customary to reflect on some simple statistics and trends.

However, the U.S. recruitment market is varied and constantly on the move. It's hard to get a handle on one single trend that could define it from one end of the country to the other.

And to be honest, there's only so much use in States-specific figures; each business will be impacted by the industry and regions in which it wants to operate.

However, some trends are universal enough to be considered by anyone seeking a job opportunity and those involved with staffing.

Businesses want to hire more: A recent survey reveals that over half of US companies (57%) are planning to hire more and create new permanent roles in the short term. Others agree with the finding, and the Bureau of Labor Statistics suggests that there's promise of this continuing in the long term as well. A growth of 4.7 million jobs added is predicted between 2022 and 2032.

Regional hiring struggles: Certain states face more significant challenges in hiring compared to others. This could be due to a variety of factors, including skill mismatches and economic conditions.

Social media is becoming more important: Platforms like LinkedIn, Facebook, and Twitter are playing a key role for U.S. companies seeking to recruit. These sites raise a business' game in the recruitment market, providing insight into company culture and values and directly engaging job seekers. They even tempt people who aren't looking for a job to apply.

The future of recruiting is complicated: Recruitment is going to feel more and more complex. It's fair to say that there is a need to be tech-savvy and stay on top of the latest skills. This might make it daunting for many companies that don't have the resources to devote to the recruitment process.



What jobseekers want

Needless to say, it's critical to get inside the heads of your potential hires.

But what do people want? It's a mixture of pay, time, personal fulfilment and fairness.

Let's take a look in more detail:

A significant increase in income or benefits: 64% of workers think this is "really important."

Greater work-life balance and better personal well-being: Employees prioritize achieving a better balance between their professional and personal lives. Businesses need to shout about their policies when persuading them to make a move.

Value and purpose at work: Employees wish to be appreciated, trusted, and given authority, with chances to develop and be recognized. Many seek positions that provide more than just money; they want to feel they're making a positive contribution.

Flexible options: Most knowledge workers, about 88%, want adjustable work choices so they can change their schedules to match their lives.

Job stability and security: In a job market full of unknowns, workers appreciate having stable and secure work, making sure their positions are protected from changes in the economy.

Inclusive workforces: There's a rising need for workplaces to be diverse and inclusive, where every worker feels welcomed and appreciated, no matter their background or who they are.

Strong teams: Employees look for environments where they can form authentic relationships and receive personalized professional support.

Ethical business practices and corporate social responsibility: Today's workers prefer businesses that show good ethics and have strong CSR programs.



Do you need to hire remotely?

How many people in the US workforce carry out their duties remotely to some extent or another?

The Bureau of Labor Statistics says the figure is 27% for people working from home at least part-time, post-COVID. However, there is concern this figure underreports the facts.

Actually, it's thought the number of remote workers could be around 50%, or, in other research, slightly more.

To confirm the popularity of remote and hybrid work, all you need to do is look for yourself. A cursory glance at LinkedIn shows nearly 200,000 remote jobs listed for the U.S. at any one time.

Why people look for remote work

Flexibility: Workers can organize schedules around personal and family time, improving work-life balance.

Saving money: They can reduce expenses on commuting, work clothes, and food.

Productivity: Workers have fewer distractions, which leads to increased focus and efficiency.

More job choices: People get access to a wide array of opportunities, even if they live in isolated areas or have mobility challenges.

Why businesses might want to hire remotely

Hiring remotely offers businesses in the U.S. several strategic advantages.

It widens the talent pool, enabling access to the best candidates, regardless of location.

It leads to cost savings by reducing office-related expenses.

By valuing flexibility and work-life balance, it makes an employer more attractive to potential recruits.

Remote teams can provide 24/7 coverage and support a global customer base across different time zones.

Recruitment compliance when hiring across States

It's easy to encourage people to hire remotely based on the benefits, but there are ramifications.

Here's what you will have to consider:

1. Compliance with state laws

When remote workers are in different states from the company's main office, employers need to follow the labor laws **where the employee works**. This includes rules about minimum pay, extra pay for overtime, required breaks, and other job standards.

2. Tax implications

Employers might have a **tax presence**, known as a "nexus," in states where their remote workers operate. This means they might have to handle income tax withholding and payments according to the laws in those locations.

3. Employment law compliance

Remote work doesn't mean bosses can ignore their duties under **employment law**. Federal laws like the Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA) still matter for remote workers. Employers need to pay fair wages, provide overtime pay, and offer reasonable help for disabilities, among other things.

4. Worker classification

Getting workers correctly classified as **employees or independent contractors** is important. If they're put in the wrong category, it can cause legal issues.

5. Data security and privacy

Employers need to make sure that when employees work from home, data stays safe.

6. International considerations

When companies hire remote workers living in other countries, it's important to understand the legal rules there, too. This means dealing with visas, local labor laws, and international tax agreements.

Employers must stay informed and possibly seek legal advice to ensure compliance across different jurisdictions.



Best practices in staff recruitment

So, you know what the job market expects.

But what approach should you take to win top talent?

The following steps are designed to drive the best possible result at every stage of your process.

Define clear job descriptions: Creating detailed and accurate job descriptions is the first step in attracting qualified candidates. This involves specifying the role's responsibilities, required skills, and any necessary qualifications, enabling potential applicants to assess their suitability.

...but don't be too stringent: Setting very high expectations might push away many potential applicants. Think about whether you're asking for too much. Do they really have to have a degree and three years of experience in your field to do well in the job? It's wiser to focus on cultural fit and aptitude. You can teach skills, but cultural fit is harder to change.



Make your business look great: Ads should go beyond explaining the job and criteria—you need to advertise your business, too. Highlight what your business stands for, talk about your culture, and share company achievements.

When hiring, aim to be fast and flexible: A good target would be to fill a role within four weeks. This speed helps you compete for candidates and avoid delays. Using efficient HR processes can make this speed achievable. A good, centralized software system can track progress and identify where delays occur.

Use different recruitment channels: To widen the pool of potential candidates, go beyond traditional job boards to social media platforms like LinkedIn, industry-specific forums, and professional networking events.

Use employee referral schemes: Set up (or encourage your clients to set up) employee referral programs. These programs not only speed up the recruitment process but also often yield candidates who are a better fit for the company culture, as current employees tend to refer individuals who share similar values and work ethics.

Keep the screening process efficient: This can involve using software tools for resume filtering, conducting first-stage phone or video interviews, and employing assessment tests to evaluate skills relevant to the job.

Focus on candidate experience: The recruitment process serves as a candidate's first impression of a company, so make it a positive, streamlined experience. This includes clear communication about the recruitment timeline and offering feedback.



Onboarding staff

What does a great onboarding process look like?



Before the first day, ensure that all necessary equipment and systems are ready for the new hire. For remote workers, this means shipping any required hardware to their location and providing secure access to company networks. Hybrid and office-based employees should have a designated workspace set up for them.



Make the first day special by planning a warm welcome. This could include team introductions, a welcome package, and a detailed agenda for the first week. For remote employees, consider a virtual welcome meeting to establish a connection with the team from the start.



A thorough orientation covering company culture, policies, and goals is essential. Virtual tours for remote hires will provide a sense of the company's physical presence and an overview of different departments.



Personalize training plans based on the new hire's role and needs. Online training modules are very effective for remote workers; ensure hybrid and on-site employees have access to both digital resources and in-person support where needed.



Establish a schedule for regular one-on-one meetings with the new employee to address questions, provide feedback, and assess their integration into the team.

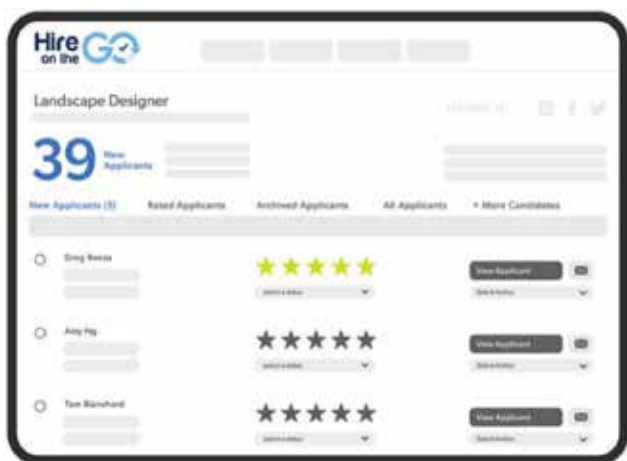


Encourage new hires to build relationships through mentorship programs, team-building activities, and informal coffee chats (or their virtual equivalent for remote employees). For those in a hybrid or office setting, facilitating in-person meet-ups and group lunches can bolster team cohesion.

What great recruitment and HR Software solutions look like

Recruitment isn't just about reaching more people; it's about helping you find diverse talent and increasing your chances of hiring the best person for the job.

If you have done the recruitment part right, you should receive **a large number of applications**. **Now the challenge is to manage them all** accurately and in a stress-free way. To do this, it's essential to have a **powerful applicant tracking system (ATS)**. The ATS handles tasks like organizing resumes, tracking every candidate's progress, and giving you a clear, organized view while ensuring no potential new staff member slips through the cracks.



Meanwhile, **automatic screening** and **collaborative assessment** tools should quickly focus you on the strongest candidates, cutting time to hire and improving communication during the selection process.

When all this is done, you need to **onboard your new recruit**. Your software should welcome new hires, eliminate manual processes, and fully manage the collection of employee information. New hires are informed and ready for the job on day one, with paperwork, forms and information completed, electronically signed and delivered prior to their first day of work.

Finally, any recruitment software you use should **integrate** with your wider HCM setup. It should be part of your HR and payroll solution so you can bring all your data together and minimize errors caused by re-typing information.

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Being able to upload not only all the necessary employment documents (into the IRIS HCM software platform) but also the opportunity to plug in the clients' videos that welcome the new hires, explain benefits and jumpstart training - everything that covers onboarding from start to finish - is a complete game changer.

Those features alone have taken onboarding from reams of paperwork to just a few clicks of a mouse, saving our clients tremendous amounts of time, energy, money and keeping the client in full legal compliance.”

Holly Kazdon,
Chief People Officer,
Kazdon Payroll & HR



What great recruitment and HR consultancy looks like

That's software explained, but outsourcing your recruitment or getting great advice is also an alternative. So, what are the hallmarks of an excellent advisory team?

Demonstrable know-how: First and foremost, the people at a top-tier recruitment and HR service know how to find and attract the best talent; you should get a sense of this early in your first conversation. They understand how the job market works, can find great candidates who aren't even looking for a job, and know how to deal with the challenges of different industries and even different countries. This expertise ensures that you don't just hire people to fill roles but bring in talent that fits long-term ambitions.

A consultation, not a transaction: Good recruiters will do more than take your money and fill a position at your business. They take a true, consultative approach, making time to understand your unique needs, culture, and goals. By doing so, they can offer fully customized solutions.

Trust and authenticity: Despite using the latest technology to attract and sift potential recruits, there should also be something timeless about the quality of service your advisors provide. One cornerstone of this is honesty on their part about the recruitment market, what is needed to succeed, and the results you should expect.

Adaptability and continuous improvement: As we've seen, the recruitment market is changing, and good recruiting advice should change with it. In the background, the team should always be looking for new solutions to meet these changes.

Talk to IRIS - A leading provider in Payroll & HCM solutions

From recruitment to payroll and software to services, IRIS helps CPAs, HR specialists, recruiters and individual companies find the right solutions to drive ever-greater success.

Recruitment software that elevates your game

IRIS offers outstanding software to firms looking to enhance their human capital management (HCM) strategies. Our specialists take a customized approach to ensure that you have the perfect system in place for sourcing talent quickly, efficiently, and in a manner that not only adds to your team but also brings you closer to achieving your wider goals.



Find out how we can help you

Simplify global HR and payroll

Sometimes, you need to take the burden of sourcing staff off your shoulders entirely and focus on what makes your business great. IRIS has in-country specialists that help organizations manage their HR functions (including recruitment and payroll) domestically and across borders; this means your team can expand across the U.S. to Canada or the rest of the Americas... or to the other side of the world.



Find out how we can help you





About IRIS

IRIS Software Group provides advanced software and managed services to help businesses around the world expand and achieve success. Our HCM software and services help solve our clients' biggest challenges, stay compliant and get tasks done right the first time, every time.

By delivering outstanding expertise and scalable software solutions and managed services, we are a trusted source for accounting, HR, payroll, and more. But we know one size doesn't fit all, so we have solutions to fit accounting firms and businesses of every shape and size, no matter your strategy or needs.

Our wider solutions include:

- Practice management
- Document management
- Payroll software
- Managed payroll
- HR Software
- HR Services
- Managed Accounting
- Lease Management



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