

Hiring Managers – Best Practices

- Make sure the VMS job requirement is as detailed as possible
 - Provide a complete list of tasks and responsibilities
 - List all required/desired skills and corresponding experience levels
 - Note work week specifics (days per week, hours per week)
 - Provide the exact work location and specify any travel requirements
 - Consult with your CAI Account Manager for guidance
- Conduct interviews within in a timely manner after receiving the candidates
 - Provide CAI Account Manager with interview dates/times even before the req. is released
 - Return candidate feedback to CAI Account Manager within one day of interview
- Select candidate for engagement
 - Request engagement within the VMS
 - Provide onboarding details
 - Ensure funding has been secured while CAI facilitates on-boarding procedure with the selected supplier
- Allow candidate to start as soon as possible
 - The labor market is tight, and candidates aren't available for long
- Prepare for selected candidate's first day
 - Procure equipment and space (for on-site resources)
 - Request necessary access (building, client systems, files, etc)
 - Conduct a brief orientation session with selected candidate
 - Train selected candidate on any client specific tools and applications
- Manage selected candidate's daily tasks and performance
 - Alert the CAI Account Manager of any issues
 - Ensure funding is available throughout term of engagement
 - Respond to all CAI Account Manager inquiries as soon as possible
- Approve weekly timesheets in the VMS no later than noon on Tuesday of the following week
- Use the VMS system to complete scheduled candidate evaluations
- Notify CAI Account Manager when the engagement is completed or if an extension is needed