



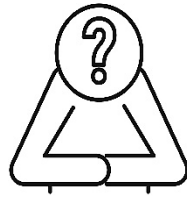
**HRBizVisory**

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**Practical Tools & advice  
for High Growth**

# Institutionalize **Topgrading**<sup>®</sup> Methodology





## **Situation**

Institutionalize Top Grading hiring methodology for all hiring mandates.



## **Purpose**

- Standardize the hiring process across all levels in the organization.
- Upskill recruiters & Hiring Managers to probe better.
- Have a high-quality talent pool of potential hires post screening.

## Actionables

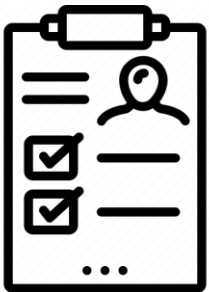
The entire program was split into 03 parts:

- Internal Subject Matter experts:
  - a. Certified on the subject from the Top Grading Institute , Chicago (USA)
  - b. Conducted TTT sessions for Talent Acquisition Team & Hiring Managers across the organization.
- Implementation
  - a. Phased implementation of the 12-step process.
  - b. Adaptation of the hiring questions to organization's needs including translation to Hindi.
  - c. Develop hiring questions checklist for front line staff hiring.
- Documentation
  - a. All conversations to be documented well (process of interview notes initiated).
  - b. Reference checks made more strict / thorough.
  - c. Tracking of Hiring quality
    - a. A rating of staff at probation assessment / confirmation.
    - b. Early exits count.



## Results

- Top Grading success measured by count of new hires rated as A.
  - Moved up from 27% (2018) to 50% (2021).
- Recruitment steps redefined & crystallized for improved quality of hiring.
- Timeframe & screening questions for telephonic prescreening as per level of hire defined.
- Employee Referral % has gone up to 48%.
- Reduced per cost hire by 38%.



# Contact Us

[info@hrbizvisory.com](mailto:info@hrbizvisory.com)



hanson