

MORIAH OC INC.

Professional Recruiting, Built Around Your Business

A PRACTICAL GUIDE TO REPEAT PROFESSIONAL HIRING

Hiring that holds up.

For growing banks, payroll and PEO teams, HR services firms, and other employers building professional and management teams.

Plan beyond the opening

An opening tells you what needs attention today. A hiring plan shows which roles will return, which teams may grow, and where a late search would hurt the business.

Look across the next 12 months

Map each role family: expected number of hires, locations and territory, why the need recurs, business owner, likely decision window, and whether an approved outside recruiter may support it.

Separate a forecast from a requisition

Treat future volume as a planning assumption. Confirm the budget, approved role, and hiring manager before anyone starts a search.

Ask: Which two roles would be hardest to fill if a strong employee left next quarter?

Write a usable role brief

A title and duties list are not enough. Give the hiring team and candidates a shared picture of success.

Define the outcome

Name what the person should own at 90 days and one year. Separate essential experience from preferences. Clarify the reporting line, work arrangement, travel, and final decision maker.

Make it specific to the work

For banking, define portfolio expectations, credit and business-development responsibilities, and the market served. For payroll or PEO sales, define the buyer, sales cycle, referral channels, territory, and handoff after the sale.

Ask: Could a qualified candidate understand success after a ten-minute conversation?

Make the offer clear

Compensation and working conditions should be understandable before candidate outreach begins.

Separate base from variable pay

State annual base salary separately from bonus, commission, or on-target earnings. Decide which elements are fixed, which depend on results, and when they are paid.

Confirm the full picture

Specify location, schedule, travel, benefits, and advancement expectations. Resolve a vague range or changing work arrangement before presenting the opportunity.

Ask: What would a strong candidate need to compare this opportunity fairly?

Keep decisions moving

A focused search still needs a team that can review, interview, and decide on time.

Set the decision path

Choose the interview stages, interviewers, and final decision maker before outreach. Reserve review time, give prompt and specific feedback, and decide how exceptions will be handled.

Use evidence, not impressions

A short scorecard can cover relevant results, role-specific skills, motivation, leadership or collaboration, and true non-negotiables. Tell candidates what comes next and keep that promise.

Ask: Can the team decide before the strongest candidate disengages?

Set up the partner path

When an outside recruiter may help, clarify the admission and search process before candidates are introduced.

Know who can approve what

Confirm who sponsors the search and who approves an outside recruiting firm. Follow the employer's talent-acquisition or supplier process, including any preferred-vendor panel, agreement, and requisition invitation.

Agree on the work

Confirm role scope, communication cadence, fee and payment terms, and candidate ownership. Discuss expected 12-month role volume and which requisitions an outside partner can actually work.

Ask: What decision and paperwork would authorize a specific search?

One-page planning worksheet

Use this before opening a role or speaking with an outside recruiting partner.

Role family and business outcome

Expected hires and timing

Location, territory, and work arrangement

Annual base and variable compensation

Hiring manager and final decision maker

Interview stages and target decision date

Recruiter sponsor and approval route

Next agreed action and date

A FOCUSED CONVERSATION IS A GOOD START

Build the next hire on a clear plan.

Moriah OC Inc. is a boutique direct-hire recruiting firm based in Anaheim, California, serving employers nationwide. Our work includes sales and management recruiting in the payroll and PEO sector and banking-related professional searches.

If you expect recurring professional or management hiring, let us discuss the roles, timing, and whether Moriah could support an authorized search.

info@moriahoc.com

moriahoc.com