



# HOW TO HIRE DATA SCIENTISTS & ENGINEERS

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# Hiring Data Scientists & Engineers: The Beginning Stages

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When your company is looking to fill a needed position with the best possible candidate, there is a recommended set of steps to follow – a procedure that will assist your HR/recruiting manager and their team in finding the individual who is best suited for the position and your company's unique culture.

To better illustrate this hiring procedure, here is an in-depth look at the initial steps needed to hire the best possible Data Scientist and Engineers for your next vacancy.

## Identify Your Company's Needs

Before you start looking for the right candidate, you must know who you are looking for. This means describing the open position in as much detail as you can. The more you visualize and conceptualize your company's missing piece, the better you will understand the type of candidates you'll be looking for.

To find the best fit for your company, use an accurate and detailed job description with only your "must haves." This will help you identify candidates who are in line with your vacancy and will help candidate make an informed position if they are qualified.



## **Think Through Your Plan of Action**

Once your company's recruiting team has finalized the job description, think of which tactics you would like to use to reach potential candidates. Depending on the type of position you are hoping to hire for, you may use markedly different venues for your search.

Entry-level positions may be easily filled through campus job boards and/or ads, while more advanced positions may require targeted searches through agencies. A talented recruitment agency such as PROPRIUS is capable of casting a wide net to find many potential hires or narrowing the search to focus on exactly what your company requires.

Sometimes, getting referrals from colleagues and employees in the same field can yield fantastic results. All these methods are viable ways to find potential hires, and it is important that your company determines which routes to take. It may even be advisable to try all of them.

## **Technology Can Narrow a Search**

In the preliminary search stages, when your company is just collecting resumes to peruse, applicant tracking systems and Boolean searches can be an invaluable resource.

Running huge numbers of resumes through automated filters can help you narrow the search quickly and efficiently so you can get to the face-to-face portions of recruitment as soon as possible. This is where understanding your company's needs comes in handy; it will be easier to filter the best resumes when you know what to focus on.



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# Hiring Data Scientists & Engineers: The Interview Stages

Your company has figured out exactly what sort of person you would like to fill the vacant position on your team, and you know which methods you want to use to find this person. This means you are ready to move onto the next phase of the recruitment process – candidate selection.

## Social Media Helps You Get Social

An easy way to ease candidates into the process of getting to know you and share a bit of themselves is to utilize well-known social media sites to start your conversations. The social setting, even when it is in a virtual space, may help candidates relax and reveal their more authentic selves to your company's recruiting team.

This is crucial because you will want to know each candidate as best as you can to gauge whether they will fit with your company and its unique culture.

***Ask about each candidate's work history, education, and experience, then see if their answers mesh with your requirements for the position.***



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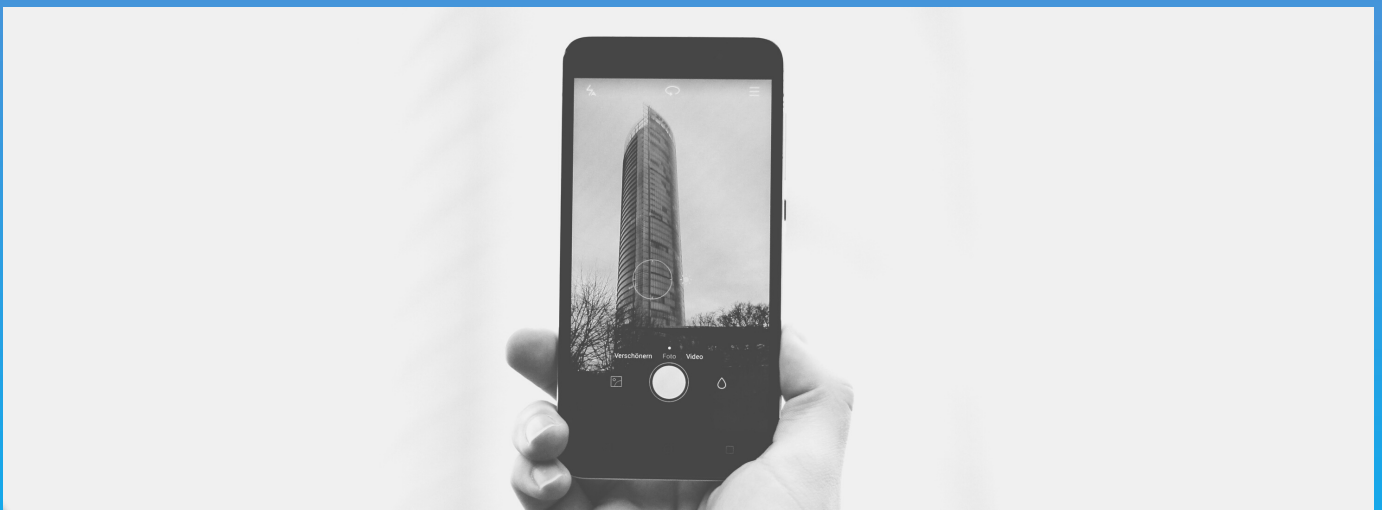
## Telephone Screening

After the preliminary social media screening, it is time to move to a tailor-made phone interview for each candidate.

Even with applicant tracking systems and Boolean searches sifting through resumes and your team speaking with candidates online, there can be confusing aspects to a candidate's resume and/or work history.

The phone interview is a great way to clear up any confusion and clarify any details you may have questions on.

Speaking on the phone also gives candidates the chance to ask your team any questions they may have about the job, so everyone should end this phone conversation feeling confident about what they've learned and where they stand as far as the hiring process goes.





## Face-to-Face Interview

Even after reading a resume from top to bottom and picking out as many details as you can, it can be difficult to get a full picture of a candidate.

For this, you must meet the top candidates face-to-face. When you sit down to prepare for this interview, make sure to pinpoint each candidate's strengths and weaknesses and craft questions to discuss them.

PROPRIUS offers free interview training for its clients and will help you customize your interview process.

This is important because this interview will allow you to gauge a candidate's overall performance and determine whether their work-related achievements are enough to merit the coveted spot within your company.



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## Hiring Data Scientists & Engineers: The Interview Stages

By now, your company has separated those that excel and even managed to speak with a select few top candidates who have applied to join your team. Now all you must do is pick the top three and proceed from here.

### Final Interview

During the first round of interviews, chances are high that only your HR/recruiting manager or your team's dedicated interviewer spoke with each candidate.

For the second round of interviews, you'll want to select the best candidates – two to three is ideal – and include them in more of a roundtable discussion with one or more of your colleagues.

Ideally, pick co-workers who work in the same position or on the same team as the vacant position; your colleagues will have a great sense of whether or not these candidates are up to the task, and they may ask questions that you or your HR/recruiting manager didn't think to ask the first time.



## Refer to the References

References can be a double-edged sword. On one hand, you want to know what each candidate was like at their previous job, but on the other hand, it is very unlikely a candidate will refer prospective employers to a person who might speak frankly about them.

This is where clever questions come in handy. When you work with PROPRIUS, we will handle this process for you. The more open-ended questions, the better; vague questions may prompt references to speak openly and honestly about the job candidate.

You may want to describe your company's vacant position and ask whether the candidate would do well in it.

You might also ask to speak to another former colleague of the candidate, and if possible, leave your contact information so the reference is able to follow up with any pertinent information.

## The Job Offer

This step may sound simple, but it requires a bit of homework on your part. Have the details regarding pay, benefits, scheduling, start date, and career advancement well fleshed out, and be ready to provide them when the candidate asks about them.

When you work with PROPRIUS, we recommend that you allow us to present the offer. At the time of an offer, which is an emotional moment of truth for any professional, hidden objections often surface.

Candidates are more likely to relay those objections or desires to a recruiting firm rather than to a potential employer. PROPRIUS will relay that feedback to you. This enables you to construct an offer that will be accepted.





## Begin the Onboarding Process

Of course, once you have hired the best candidate, a new process begins. Be sure you make the transition into the new work environment as smooth as possible, so they are not overwhelmed and discouraged.

Select and clear out a viable workspace for them, get all the equipment and tools they'll need ready to go, and have insurance and tax forms prepared so they can fill them out as soon as possible.

Finally, take your new employee on a tour of the workspace at large so they feel comfortable and welcome. When you partner with PROPRIUS, we will provide you a detailed onboarding process and checklist.

A good introduction will set the stage for the foreseeable future, and your company will have a fantastic new Team Member producing great work in no time if you follow these steps.

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