

10 TOP TIPS TO RECRUIT SUCCESSFULLY BY SANDRA BEALE – SJ BEALE HR CONSULT

1. Decide if the job is necessary. If the vacancy has arisen because an employee has left you need to ask whether that job is really essential for the organisation. Could the job duties be split, for example, between existing jobholders and save your company the cost of continuing to pay another salary or could the job be done a different way.

2. Decide on clear job criteria. Having made a decision that you want to recruit you need to draw up specific job criteria to recruit against. If you have made some changes to the job you need conduct a job analysis to draw up a clear job description listing the full duties of the role, who the individual reports to, who report to them, where they are to be based, etc. You then need to draw up a person specification so you have a clear image of the ideal person for the role. This should be divided into four sections – experience, knowledge, skills and qualifications and be job related only to avoid discrimination. You need to include both essential and desirable criteria. You also need to be able to measure these criteria at interview, which could be, for example, 5 o-levels or 2 years experience.

3. Advertise cost and time effectively. As recruitment overall costs lots of money and job adverts in particular you need to be able to place an advert in the most visible place to get a return on your investment. For a company director, for example, perhaps the e-recruitment boards such as Monster or Totaljobs would attract the right calibre of candidate if the salary is right and possibly relocation package or a specialist magazine in the company's industrial field. For a factory operative perhaps word of mouth or a small advert in the local paper might be more relevant.

4. Shortlist without discrimination. To decide on which candidates are suitable to call for interview you need to use the person spec as a basis from which to shortlist. You could use a shortlisting grid where you transpose the job-related criteria on the spec onto a chart. You then tick the chart as you go through each CV or application if the candidate has mentioned a specific criteria on the person specification. Using such a grid gives a clear indication who should be called to interview and also can provide information to give feedback to candidates who call to ask why they haven't been offered an interview.

5. Prepare for the interview. Fail to prepare then prepare to fail! Well before the event have the interview panel decided (where relevant), the venue and refreshments booked, the interview structure planned and questions prepared. There should be good communication all round with the key players knowing their part and having the relevant details from the receptionist to the candidate. The interview should be structured so all the candidates receive the same information and are asked the same questions to avoid discrimination. Questions should again be based around the job description and person spec and designed to illicit as much information from the candidates as possible so the interviewers can make a well informed decision and appoint the right candidate.

6. Conduct the interview professionally. Remember the 70/30 rule – the candidate should be talking 70% of the time and the interviewer only 30%. The questions should be designed to get the candidate talking. It is a two way process so both parties can make their minds up whether they fit the role in terms of both skills and personality. The interviewing panel should note down the answers to the questions of each candidate onto an interview sheet for analysis at the end of the interview session. After interviewing 6 candidates for the same job who will be able to remember what the first one said without writing it down.

7. Follow up the interview quickly. Make a final decision quickly and inform the candidates accordingly. Advise the successful candidate they are to be offered the role then once you have an acceptance send out letters to the rejected candidates offering the opportunity for feedback which should be job-related only to avoid discrimination.

8. Undertake a structured induction. Having successfully secured the right person for the job when they start with your company give them a planned induction programme that has been carefully thought out before they arrive. The programme should be varied using a variety of methods to give the new employee sufficient information to enable them to become a productive part of your company as quickly as possible. Induction events may include appointments with essential future colleagues, a tour of the building, a meeting with the Chief Exec, copies of company documents such as the employee handbook. The induction should be planned over a period of time which could take up to three months depending on the role.

9. Manage the probation period well. Having recruited and inducted this new employee you need to monitor and manage their performance well during the probation period which can last up to six months. Regular meetings between the line manager and employee should take place keeping an eye out that standards and performance are satisfactory and not slipping. Should things not be working out try and offer the new employee as much support and training to get them up to speed. Keep notes of the meetings and the actions taken. Then if you have to let the new employee go you can demonstrate you have acted fairly if they go to a tribunal.

10. Confirm the employee in post. Finally if you are 100% happy with their performance at the end of the probation period write to them and let them know. They will feel valued and part of the company and research shows more likely to be productive which can only be good news for your company.



SJ Beale HR Consult

35 Underbank Lane, Moulton, Northampton, NN3 7HH

Tel: 07762 771290

Email: info@sjbealehrconsult.co.uk

Website: www.lightningconnection.biz