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HIRING THE BEST

Success Depends upon the Quality of People that you Hire

Effective recruitment and selection is critical to continued business success. Employing the right person, in the right job, at the right time on the right income will save a considerable amount of time and money.

Targeting the Right Candidates

Know exactly the skills, abilities, experience and qualifications you require of the job holder:

1. Complete a job specification. Get one free at www.completepeoplemanagement.co.uk
2. Write or revise the job description.
3. Use application forms where possible, to achieve consistency, avoid potential discrimination claims and to ease the process of comparing candidate information against the job specification, avoid CV's.
4. Use the most appropriate and cost-effective method(s) of recruitment to attract the right candidates:
 - a. Internal vacancy boards
 - b. Job Sharing
 - c. Succession plans
 - d. Applications on hold
 - e. Job centre
 - f. Community centres
 - g. Schools
 - h. Colleges and universities
 - i. Shop windows
 - j. Newspapers
 - k. Magazines
 - l. Radio
 - m. Website
 - n. Recruitment agencies
 - o. Recruitment fairs
 - p. Open days/evenings.

Choose the Right Selection Method(s)

The interview is the most common method of selection however, it is highly recommended that it is not used in isolation. Use the most appropriate selection method(s) to select the right candidate for the job:

1. Check qualifications
2. Check date of birth
3. Check the candidates right to work in the UK
4. Group Interview/Assessment Centre
5. Personality profiles

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6. Aptitude and Attitude Testing
7. Skills Testing
8. Medical Report
9. References
10. Telephone interview
11. Face-to-face interview.

When conducting face-to-face interviews remember the aim is to establish whether the candidate meets the criteria set for the job.

- Prepare interview questions to gain knowledge of skills, abilities and aspirations required for the job. (See sample interview questions).
- Ask questions starting with what, when, why, where, when and how. Use situational questions.
- Re-read the candidate's application prior to the interview.
- Welcome the candidate, put him/her at ease, introduce yourself, get him/her talking straight away to help him/her relax and explain the purpose of the interview.
- Listen and observe the candidate's responses to questions asked. The candidate should be talking 80% of the time.
- Check reference details, date of birth, qualifications, right to work in the country, driving license (if appropriate) and any disability they may have (discuss adjustments to the job).
- Supply information about the company and the job. This is crucial to give a positive impression of the company.
- Provide the opportunity for the candidate to ask questions.
- Discuss holiday commitments, obtaining references and when the outcome of the interview will be communicated.

Making a Decision

Offer the job only to the candidate who is suitable for the job. Telephone the successful candidate and follow up in writing with the formal offer. Include the terms and conditions of employment.

Write to all job applicants who have not been successful.

In the event that there is no suitable candidate for the position commence the recruitment process again including reviewing the job specification and job description.

The recruitment process is not over at this stage now **prepare for the new employee's start date with a thorough induction programme.**

For further information contact us at www.completepeoplemangement.co.uk
or on 0870 224 0919