

Top Recruitment Tips

What & When ?

Think carefully about the type of contract you want to employ someone on and what hours you want them to work. Contracts can be permanent or temporary and hours of work can range from zero hours through to part, full or flexi time and annual hours.

On the Job

Having a job description is not compulsory but it does help to have something that outlines the work you need candidates to do and the skills and experience you believe they will need to be able to demonstrate to succeed in the role. This can help to attract candidates, form the basis of your job advert and will come in handy later when short listing, interviewing and then measuring the performance of your new employee.

How Much ?

Do your homework and make sure that your pay and benefits package is competitive to attract as many applications as possible from the right level of candidates. Up to date salary information is widely available from local papers, salary surveys, recruitment agencies, contacts and networks.

Publish & Be Damned

Ask someone to double check that your job advert isn't using discriminatory or sexist language and don't just consist of vague generalisations!

Make sure the advert:

- Gives examples of tasks the candidate will be required to perform.
- Specifies what experience and/or qualifications are likely to be needed to succeed in the role.
- States how you want people to apply.

Outlets for adverts include; websites, Facebook, LinkedIn, local and national press, agencies, radio, industry specific publications and the job centre.

Handle With Care

The recruitment process is two way so don't put off potential candidates at the first step by being unprofessional. Acknowledge all applications and prepare yourself for phone calls and requests for more information. If there is going to be a delay then write and tell people and give them an idea of when they can expect to hear from you.

Wheat or Chaff ?

For the initial sift, have the job specification to hand to remind yourself of the criteria that you have set for the role. If the first sift leaves you with a lot of people then refine your criteria. How many you interview is down to how many CV's meet the criteria and how many you feel up to interviewing!

Whatever Next ?

You are now ready to invite people for an interview. A phone call to arrange a date and time is more likely to mean that they will turn up. If you have to write and allocate an ap-ointment, ask them to call you to confirm their attendance or otherwise.

The Never Ending Story.....

But it doesn't end with the arranging the interview. See our download of Interviewing Top Tips for help and advice on how to prepare for and conduct a job interview!