

9 Steps of Recruitment and Selection

Hiring the best person for the job requires planning, preparation, organisation and a carefully thought out and practical process.

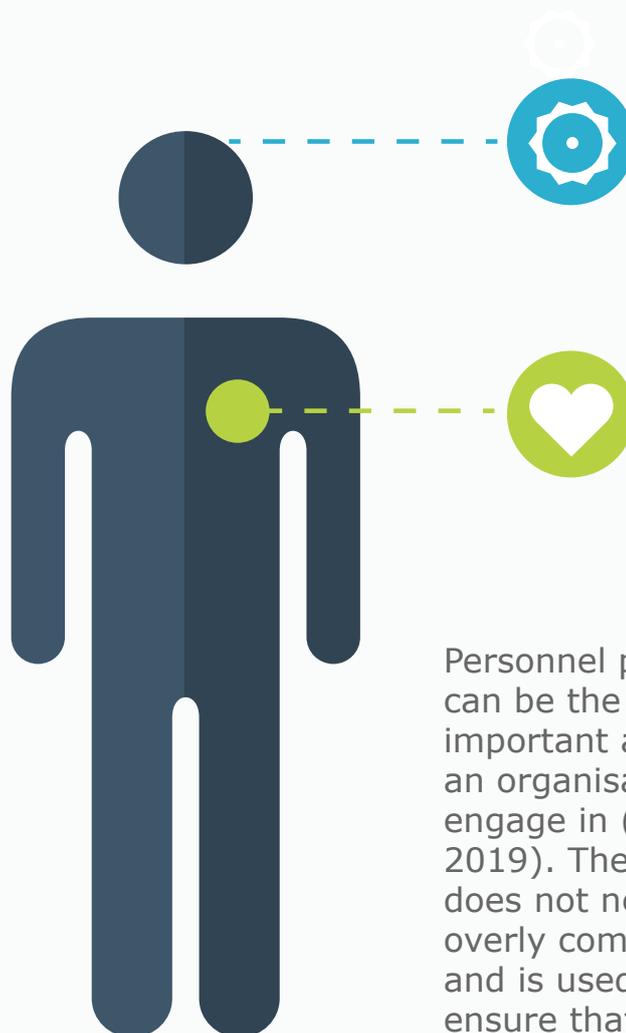
Select the Right People.

This infographic gives a brief overview of the steps to follow in recruiting a candidate who should prove to be the correct choice.

Step 1: Plan

Identify Staff Needed

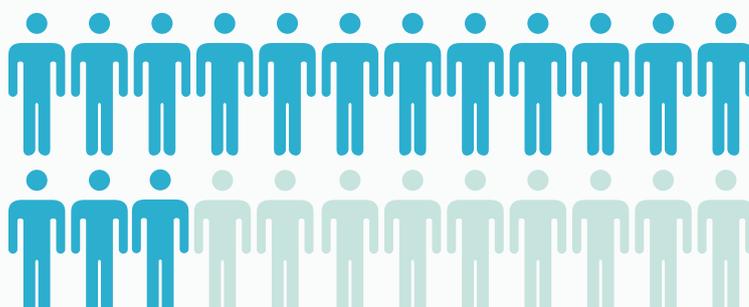
Hiring the best person for the job requires planning. Ask yourself why?, where? and for what reasons you need to hire.



Personnel planning can be the most important activity an organisation can engage in (CIPD, 2019). The process does not need to be overly complicated and is used to ensure that a company has the right kind and number of employees.



According to research conducted by Collingwood, 62% of employers have reported a bad hire.



Step 2: Preparation

Aims

Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow.



Compile Documents

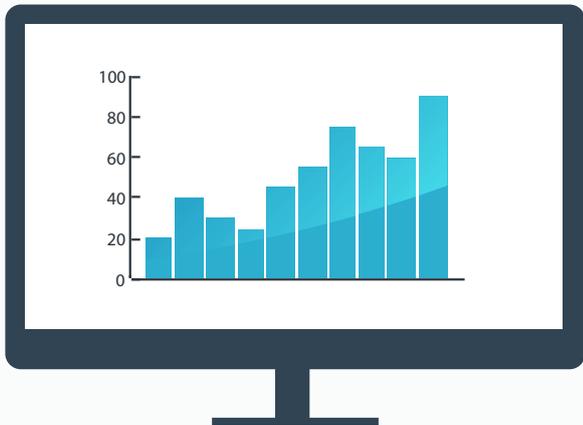
These Documents include: job description, person specification, job application form, equality and diversity monitoring form, job offer letter / Written Statement of Terms and Conditions of Employment and information about the employer.

References

Decide whether candidates will be asked for references and at what point - the shortlist stage or when offered the job.



Step 3: Advertise



Pre-Job Advert

You should consider:

- how candidates will apply: online, application, cv.
- who will carry out the administration
- what rate of pay & benefits are available?

Channels

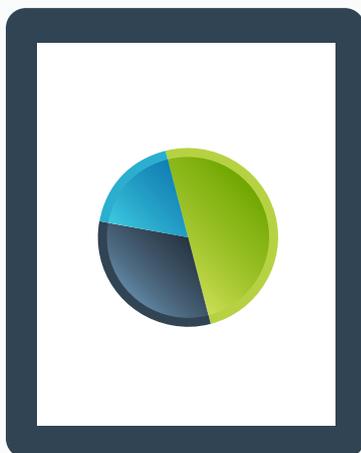
Choose where to advertise in at least two separate channels! These can include:

- Newspaper/radio
- Social Media e.g. Facebook/LinkedIn
- Job boards
- Government Agencies
- Specialist Magazines



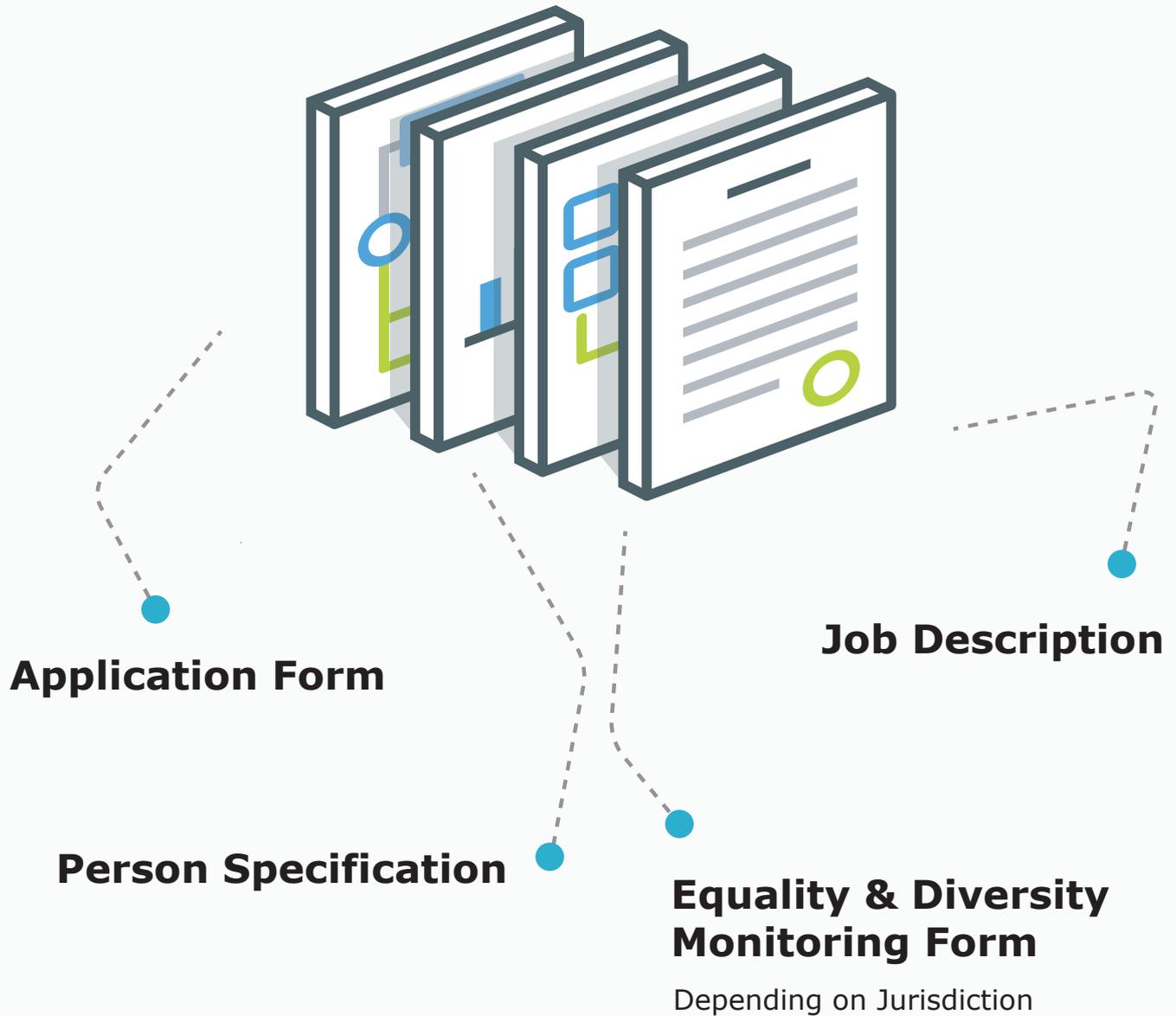
Job Advertisement

Compile the job ad, carefully ensuring the wording is not discriminatory. Insert essential and desirable criteria and any special information about the role.



Step 4: Handle Applications

Send 'application pack to applicants, this would usually include:



20%

According to Unum, the productivity levels of temporary employees is 20% lower than that of permanent employees!

50,000

27% of companies say a bad hiring decisions has cost them over £50,000, according to Collingwood.

Step 5: Invite Candidates to Interview



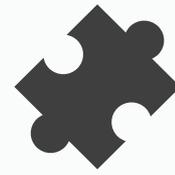
Shortlist Candidates

Shortlist candidates against the criteria you have set



Psychometric Testing

Conduct psychometric and personality tests if appropriate



Reasonable Adjustments

Check if any candidate requires any reasonable adjustments

Step 6: Interview Preparation Stage

Plan the interview

Book private room for interviews



Set questions & ensure none are discriminatory

Have the interviewers been trained?

Step 7: Conduct the Interview

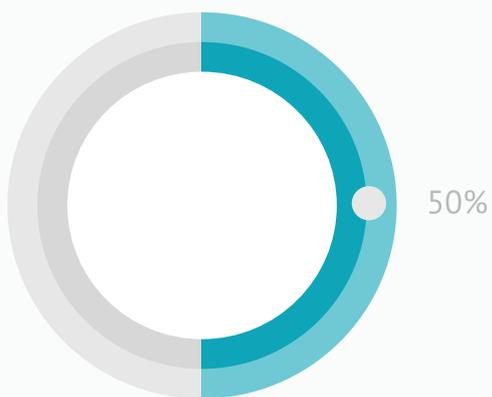
The following 8 stages will assist you greatly when conducting a professional interview and enable you to select the best person for your job role:



Step 8: Job Offer

-  Send the job offer and explain the pre-employment checks
-  Right to work in your jurisdiction
-  Resolve any issues

Step 9: Prior to Job Start



Provide written statements of Terms and Conditions of Employment



Provide information of organisations policies and procedures.



Select the Right People.

This infographic gives a brief overview of the steps to follow in recruiting a candidate. It is not intended to be a full legal interpretation of the recruitment and selection process. For full legal guidance, please consult your legal advisors.