

Recruiting people who are changing the world through cutting edge technology.

Brilliant news, the time has come to hire top talent for your team. The usual reaction is to rush off and start interviewing potential applicants, but we strongly suggest that before you do, you take time to scope out the role and what skills are absolutely fundamental within the new hire.

Consider the following:

- What is the culture of your team environment?
- How will the new person fit into the team?
- What skills gaps / shortages are there currently?
- Will you need this person permanently or just for the short term?
- Will this person be responsible for managing others?
- Will this person need to be self-sufficient or do you have the resources to train them?
- Will there be opportunities for further training / personal development within this role?

Once you have the answer to these questions, you can begin writing a detailed description of the role.

Why do I need a job description?

Having a detailed job descriptions will ensure that you understand how the individual will fit within your team and how best to sell the role to applicants.

Job descriptions are a fantastic tool for both evaluating / shortlisting CVs and for conducting interviews, as it will help you to remain focused. It is very easy to get caught up hiring the person that you 'like' only to discover they lacked some of the important skills that you need for your team.

What should I consider when writing my job description?

- Job Title
- Employment type (contract or permanent)
- Location and flexibility
- The role on a day-to-day basis
- The main responsibilities of the role
- The top three essential technical or soft skills need to perform the role
- Previous experience needed and at what level
- Any other desirable skills (technical and soft)
- Certifications or education
- Behavioural traits required

What else should I consider?

Companies often forget to set an overall budget for their new hire, which sometimes leaves them struggling to fill the role. When setting your budget you need to consider what annual salary / day rate you need to pay to the individual and also any recruitment costs.

If your role is for a particular type of technical skill, it may be advisable to speak with a niche recruitment agency, who will be able to conduct a salary survey for the skills you are looking for. And give you an indication of what the recruitment costs will be. This means that you can get sign off from your finance department or hiring manager before you start your hiring process.

What else could my recruitment partner help with?

Writing a job description for internal use is fairly straight forward, but if you wish to advertise it or send it out to applicants, you need to take extra care with the wording. Particularly around requirements that might discriminate against applicants.

Discrimination covers gender, age, religion, ethnicity, sexuality and health. Take care to avoid using words or phrases such as; "dynamic", "mature" or "we require 'X' number of years' experience" as these could be considered discrimination on the grounds of age.

Your recruitment partner should be well versed in equal opportunities and may be able to help with appropriate wording.



How can I get further assistance?

We have a number of Recruitment Consultants, who would be happy to talk to you about your hiring needs, then introduce you to candidates, who we feel would suit you.

Phone us on 020 8123 7769 now, or email rod@resourceondemand.com and one of our team will be happy to help.