

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

Small to medium businesses often struggle with defining a clear recruitment process due to the time constraints and demands on people who are involved in the hiring process, and what should be an exciting time for a company, ends up becoming frustrating. Below we have provided a handy checklist to make your hiring process go as smoothly as possible.

### Step 1 – Establishing A Need

Brilliant news, you need to take on more people! But before you even entertain contacting your recruitment partner, take a few moments to scope out the role and what skills are absolutely fundamental within the new hire. Consider the following:

- The role on a day-to-day basis and job title
- Employment type
- Location and flexibility
- The 2 or 3 essential skills needed to carry out the role
- Desirable skills and certifications
- Written job specification
- Opportunities for further training within the role
- Salary survey from your recruitment partner
- Overall recruitment budget

### Step 2 – Preparing Your Process

Your preparation should cover the end-to-end recruitment process and a little bit of time invested up front is essential for making the process a success. Do you have a clear idea of the following:

- How many interview stages do you need, i.e. telephone screening, technical vetting, 1 or 2 face-to-face interviews?
- Who else needs to be involved in the interviews?
- Will potential hires need to complete a technical test or technical vetting?
- How will you assess their transferable soft skills, i.e. presentations or case studies?
- Do you have a way of assessing the core competencies through competency based questions?
- Have you and the other interviewers booked time in the diary to conduct the interview?
- Do you have draft contracts and handbooks ready to go if you find the right person?

### Step 3 – Interviewing

The key to successful interviewing is have a consistent approach regardless of who is conducting the interview. Follow these tips below to make sure your hiring team are on the same wavelength:

- Training for the interviewer/s, to ensure they are aware of equal opportunities and discrimination, including questions to avoid in an interview

- Prepared questions in advance that cover technical, soft skills and core competencies and ensure each interviewer has a copy to work from during the interview
- Prepare a system of weighting / gauging the importance of each question and the response given and ensure this is communicated to all interviewers

### Step 4 – Offering

Congratulations if you are at the point of offering a position. We always recommend that offers are in writing and subject to satisfactory references, as this gives the new hire a chance to digest what is being offered and discuss with family or friends, whilst ensuring you are not committed until you have been able to fully vet them.

- Make sure that you request copies of ID and work visas
- Give the applicant a deadline for accepting or declining the offer, so that references can be undertaken as soon as possible. Your recruitment partner should be able to assist with obtaining references
- Once references are back in, always make sure that contracts of employment are sent out prior to the commencement date (usually by email), so that the new hire has time to read through and ask questions. Again your recruitment partner should be able to act as a middle man and handle any counter-offers

### Step 5 – On-boarding

Once an offer has been accepted, it could be very tempting to cut corners within your process. Our advice is simply, don't! Take time to nurture the new hire through the on-boarding process so that they can settle into their new role and the company quickly. Consider:

- Have you sent out an induction pack, which explains what will be happening on their first day / week and includes their job description?
- Have you appointed them a contact for the first week and scheduled an end of week review / catch up meeting?
- Have you pre-booked time in your diary to meet with them regularly throughout the first few months of their employment?

### 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. Just phone us on 020 8123 7769 or email [rod@resourceondemand.com](mailto:rod@resourceondemand.com) and one of our team will be happy to help.