



RECRUITMENT PROCESS



GOOD RECRUITMENT IS VITAL

Recruiting the right candidate may lead to higher levels of productivity, increased staff morale, and soaring profits. If a business recruits the wrong candidate, it can have the opposite effect and impact on the business.

Hiring wrong may lead to higher turnover rates, impacting the reputation of the company in a negative manner.

Recruitment may be a financial burden on the company but getting it right the first time is critical.





WHEN IS RECRUITMENT NEEDED?

Recruitment isn't only needed when an employee leaves the business.

Businesses need to be monitoring employee workloads, evaluating if employee workloads are increasing and it may be necessary to recruit. Furthermore, recruiting a new employee is needed when a business is seeing a higher level of sales or clientele signing up to their service

A company may be trying to diversify its workforce, leading to the requirement to the recruitment process. Employers may look to recruit new employees from various backgrounds and experiences.

Recruitment needs can also come from:

- Employee being promoted
- Employee Retirement
- New service development
- Employee resignation

INTERNAL RECRUITMENT

Internal recruitment is one of the most common forms of recruitment. This is when an employer seeks to fill a position with existing employees.

The internal recruitment process is beneficial in many ways including

- Knowledge and understanding of company values and culture
- Cost saving
- Boosts employee morale
- Quicker method to fill the vacancy
- Increased retention



INTERNAL RECRUITMENT

Internal recruitment is a great measure for boosting employee morale, helping to retain other employees due to seeing progression within the company, and leading to more skillful employees. However, internal recruitment should not be used in isolation as it has its drawbacks:

- Decreased pool of applicants
- Limited knowledge and experience
- Lack of diversity
- Increased bias
- Fewer opportunities for new ideas and perspectives



EXTERNAL RECRUITMENT

When wanting to bring fresh perspectives to a business, employers opt for the external recruitment process. Which brings multiple benefits alongside drawbacks compared to internal recruitment.

- The benefits of the external recruitment process
- Wider range of candidates i.e. more diverse
- Fresh perspectives and ideas
- More experienced candidates
- Increased chance of the right candidates for the job
- Reduced manager bias



EXTERNAL RECRUITMENT



External recruitment is a fantastic method for filling vacancies in the workplace to increase workforce diversity and new perspectives.

Companies should weigh up the benefits and drawbacks of both external and internal recruitment. Helping to establish the best method for the particular role.

The drawbacks of the external recruitment process:

Expensive process

Long process that is time-consuming

Settling in period for new employee

May increase turnover rates

Limited company knowledge

Less immediate compared to internal due to notice periods

THE AIM OF RECRUITMENT

- To obtain a pool of suitable candidates for vacant posts.
- To use a fair process and be able to demonstrate that the process was fair.
- To ensure that all recruitment activities contribute to organisational goals and a desirable organisational image.
- To conduct recruitment activities in an efficient and cost-effective manner.



JOB SPECIFICATION

This you time to “sell” that role

Determine the overarching objective of the position and outline the diverse tasks, obligations, and duties linked to it. Specify the standards for candidate selection (i.e., person specification).

Include the necessary skills, knowledge, background, and qualities a prospective candidate should possess to effectively perform in the role. Distinguish between the essential criteria (must-haves for a successful candidate) and the desirable criteria (could provide an advantage to the candidate).

It is critically important that job descriptions and person specifications do not contain any elements that could be seen as promoting discrimination on unlawful grounds.

ADVERTISING YOUR VACANCY

Consider where to advertise

- Internally
- Externally If externally - where?
- How long for?
- How should the candidates apply For example, application form or CV? Or both?
- Select a recruiter





SHORTLISTING JOB APPLICANTS

Once all applications have been received, the shortlisting process begins.

Shortlisting involves using the essential and desirable criteria detailed in the person specification to select the candidates to bring forward to the next stage of the process i.e. testing or interview stage.

The applicants must be matched against the criteria in the job description and person specification to be shortlisted to interview stage.

If there are a large number of candidates meeting the essential criteria, the desirable criteria can be used to reduce the numbers brought through to the next stage.

INVITE TO INTERVIEW

Applicants who were successfully shortlisted should be invited to an interview

Choose a suitable time to schedule interviews

Contact the applicant by telephone as this ensures that the interview can be set up efficiently

The employer can send a follow up email or letter to the applicant with interview details



INTERVIEW

- Start the interview with introductions of the panel, explaining the format of the interview. Going on to chat through the CV / application form and then go through set questions.
- A panel member should go through the candidate's employment history (identify any gaps) and can enquire about notice period from current employer, upcoming holiday commitments, references
- Each member of the panel should be taking notes throughout the interview
- All applicants should be asked the same pre-set questions and treated fairly during the interview
- The candidate will then have the opportunity to ask any questions at the end



JOB OFFER

The successful candidate must evidently meet the job role's criteria and perform the best at the interview. Once the the successful candidate has been selected all interview notes should be signed and dated.

The employer will contact the successful candidate within the agreed time frame to make them a provisional offer subject to any pre-employment checks .

The employer should send a follow up email with a job offer letter.

All unsuccessful candidates should be informed in writing.



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