



When recruiting new staff or advertising in house for applicants remember:-

1. **Job Description** – take time to assess whether the role has evolved and what it truly involves. **Remember:** A Job Description is a clear statement of what the job is for (its purpose) and what it does (its duties and responsibilities / accountabilities).
2. **Don't make the job description overly long** - a couple of sides of A4 with the list of duties and responsibilities running to no more than 10-12 bullets with 8 being the norm. **Remember:** less is more!
3. **Qualifications and skills:** Be honest in what is “essential” and “desirable”. Do they really need an IT qualification for the retail customer service role? **Remember:** you want to attract the right applicant for a specific position.
4. **Person Specification** – honestly review this and adapt/amend what qualities your candidates need. **Remember:** A Person Specification can be developed from the Job Description; it is a categorised list of attributes that you can justifiably demonstrate are needed for that job.
5. **Advertising the post** - It should ideally be worded in such a way that it helps potential applicants decide whether they can do the job and whether they should apply. **Remember:** Social media through LinkedIn and others is a new pool of potential candidates.
6. **Shortlisting** – a shortlisting form will assess candidates abilities fairly against your person spec – **Remember:** Objectivity not subjectivity
7. **Interviewing** – avoid closed questions. Conversational style will elicit more information than lots of rapid fire questions – **Remember:** the interviewee should be doing most of the talking
8. **Take notes** – this is your evidence and demonstrates objectivity. Ensure this happens. **Remember:** tell them you'll be taking notes and they can ask to see these!
9. **Know what you can and can't ask** – be up to date on any legalities regarding recruitment. **Remember:** No one wants a law suit slapped on them!
10. **Feedback** – put aside time for constructive feedback for both successful *and* unsuccessful candidates. **Remember:** they may not be right for your organisation, but can learn from the experience.

Contact us for further information on our tailored recruitment training – 01892 832059