

Recruitment requisition for a new role

Recruitment requisition for an existing post

Is there a Job description?

No

Yes

Does the role exist still?

Yes

No

Maybe

Go to Job and Person specification

Go to Job and Person specification

Natural wastage

Create a Job description.

- Job title: Make the title concise and specific (easily searchable)
- Job summary: Provide a summary. This should include a brief overview for your organisation, promoting your brand and why people want to work for you, also outline the expectations of the role holder and location.
- Responsibilities and duties: Outline the core responsibilities and highlight the day-to-day tasks and expectations.
- Specify how this role fits into the overall organisation, who they will report to and how they can contribute to the bigger picture and make an impact.
- Knowledge skills and experience: list the hard skills such as Educational level requirements, Certifications, previous technical experience both essential and desirable. List the soft level requirements such as competencies both technical and behavioural. Technical such as previous customer facing negotiating skills or marketing expertise using social media. Behavioural such as team player, communication, collaborative approach etc.

- Go to Job and Person specification

Consider the following options:

- Does all or part of the role still exist?
- Can it be filled by someone on a part-time basis?
- Can it be filled by an individual wanting flexible working arrangement?
- Can the role be shared between two people part-time?
- Can elements of this role be shared amongst the remaining team members?

- Go to Job and Person specification

Job and person specification

Review Role for:

- Suitability for full-time/part-time/flexible working?
- Skill, ability, competencies, behaviours and future capability clearly articulated?
- KPI's and measures of competence, performance?
- Opportunities for growth and to gain expertise in role, elements of autonomy / freedom to assume ownership and additional responsibility?
- Is the wording inclusive and will it appeal to both genders and is it non-discriminatory?
- Salary range, salary band and job family

- Go to Campaign

Campaign to attract suitable candidates

Do we have a natural successor?
From our internal talent pool? Y/N

No

Yes

Decide upon and craft an external recruitment campaign

Consider the following options:

- Notify the talent pool and encourage applications
- Advertise internally initially and gauge response
- Open the vacancy to FTC's or temporary contractors

If successful you can back fill for a more junior position

- Go to Recruitment requisition for an existing post

Recruitment campaign

Advertising channels. Choose from list below:

- Activate a Refer a friend – Employee referral scheme
- Advertise on your website, online, job centre, trade press
- Social media channels such as Linked-In, Facebook, Twitter etc
 - Specific and or general job sites
 - Recruitment agencies / Head-hunters
- Include a clear call to action on advert/recruitment method

Decide on the application process and selection stages to include:

- Aptitude and or personality tests?
 - Work sample tests?
- Initial telephone screen?
- 1, 2 or more interviews?
- Assessment centre?

Additional considerations at this stage might include:

- People resources in place to handle applications
- People involved at each stage of the interview process and their availability
- How you intend to acknowledge applications.
- Responses prepared for successful/unsuccessful applicants

Information content to be sent to suitable applicants inviting them to interview should include:

- Date and time
- How to make a special needs request
- Address, phone number, interviewer's name(s)
- Request for proof of 'right to work', certifications, qualifications etc
- Any special requirements such as security passes etc
- Consideration given to GDPR / In country confidentiality and data processing regulations

If equal opportunity questionnaires are involved ensure these are monitored separately to the application

Prepare a list of essential and desirable criteria – consistent set of attributes based on the Job and person specification to match applications to

Prepare interview questions based on Job responsibilities and relevant competency requirements to include:

- Background information
- Competency questions
- Strengths based questions
- Behavioural questions
- Hypothetical / Situational questions

Selection process

- Has everyone involved in the process had diversity and inclusion training?
- Has unconscious bias been explained to all interviewers and how this can manifest in selection decisions?
- Allow enough time for a 'wash up' conversation immediately after each interview to decide on proceeding to next stage or not.
- Have private interview rooms been booked and reception informed of visitors?

Finally, good luck :)