

TOP TIPS FOR EMPLOYING PEOPLE

In this current climate of high unemployment with a lack of jobs for candidates to choose from, you need to ensure that you attract and retain the right staff. By getting it right at the start, you are more likely to get the right person and reduce all the costs of turnover and of making the wrong employment decision.

Here is a simplified best practice approach to help you:

- Try and define the job role to ensure it meets your business needs.
- If a member of staff is leaving, just don't replace like for like, take the time to ensure you really need to replace this role, or whether it needs redefining to meet your full requirements.
- Draw up a job description, it makes the whole process easier as you can judge whether a candidate will meet, and be able to do key tasks. It also gives the new employee an outline of the key tasks and responsibilities of their job.
- If you are going to advertise in the press, take time to write an advert to attract the right person. Remember that candidates view your ad as a window to your business; you are selling your business to them. Look at your ad and ask, "If I was reading this, would I apply?"
- If you use a recruitment agency, ensure you give them the job description and person requirements so they can match suitable candidates. It is worthwhile having a good relationship with a few agencies, so that they know your business and culture.
- If you require application forms to be completed by applicants ensure they are amended to cater for latest employment requirements.
- When you receive cvs ensure you have a process of recording and tracking to comply with employment requirements.
- All applications should be kept for a minimum of at least 6 months.
- Shortlist suitable applicants and ensure those rejected get a reply. This is polite and you would want to know if your application had been unsuccessful wouldn't you?
- There are many tips for the interview process itself, but the key ones are to ensure you ask open questions and do not ask any discriminating ones!
- You need to know about the person and if they will fit into your business culture and with other team members.
- Remember that any terms you mention in an interview are considered to be taken as part of the offer and therefore don't mention things that might not necessarily materialise.

- The applicant's cv or application form details their skills and experience and whilst you need to ask questions to ensure a match of these with your requirements, the person aspect is very important.
- Once you have selected the person, make sure the offer and terms and conditions are in writing. Remember that, an offer made and accepted, whether verbal or in writing, means that a contract has been made and is legally binding!
- Always take up references and ensure that the employment is conditional upon receipt of satisfactory references.
- Ensure you give the new employee an induction into your company, this helps them settle in and offers advice and guidance. It familiarises them with your Company practices, as well as complying with Health and Safety requirements.
- All new employees must be given a written statement of their terms and conditions of employment within two months of taking up their job. However, it is a better practice to send these out with the offer so that there is no doubt as to the terms of employment.
- There are several key legal requirements that must be complied with when recruiting new employees that relate to work permits, asylum and immigration, sex, race, pay, disabled and young persons.
- By following simple processes when employing people, it is not only good practice and avoids any misconceptions, but is also good PR for your company.

Managing an effective recruitment campaign can take up a lot of an individual's time especially if they have never managed a campaign before or have done so infrequently. It is often worth considering outsourcing a campaign to a specialist HR Consultancy who can manage the whole campaign for you, taking away all the administrative headaches.

If you would like more information on how HR Solutions can help you with these, please do not hesitate to contact us.