

The Ultimate Guide to Recruitment

Our team has recently produced The Ultimate Guide to Recruitment sharing all their best tips to help streamline recruitment processes and help find the most suitable candidates in the market. The guide is thorough and can be downloaded from our website, but I thought it would be helpful to distil the guide into my top five takeaways.

1. Define your recruitment needs

Before you even begin recruiting, it's essential to have a clear understanding of your organisation's hiring needs. This involves collaborating with various stakeholders, such as department heads and HR professionals, or if you are a smaller organisation without such support, you may want to consider engaging third party providers. Many organisations like RMG will provide a no obligation and complimentary scoping meeting providing feedback on the market, helping to identify specific skills, experience, and qualifications required for the position.

You should define your hiring needs as follows:



You must be strict with yourself not just for plain budgetary reasons, but also in that there are plenty of organisations who grow too quickly, they over-recruit and consequently experience some negative outcomes. An article from 2023 Investors Chronicle shows that despite the instinct to “get on the front foot” and hire people to meet demand, the only thing you can guarantee in the early days of recruiting new people, is the cost of paying them!

2. Craft engaging job descriptions

A well-crafted job description is the first step in attracting top talent. To create an engaging job description, follow these guidelines:

- Start with a job title that accurately reflects the role.
- Clearly outline the responsibilities and expectations of the position.
- Highlight the benefits of working for your organisation.
- Specify the qualifications and skills required.
- Avoid biased language and focus on inclusivity.

3. Conduct structured interviews

Structured interviews are a key component of the recruitment process and keep the process fair for each candidate. Without structure, too much of the decision-making process can become subjective and each candidate can have a different experience. Develop a list of behavioural and situational

questions that assess the candidate's skills, competencies, and cultural fit. Often, when feeding information and interview feedback to us, candidates become unsure about a company's culture and professionalism if it seems the interview lacked structure and was 'off the cuff'.

4. Check references thoroughly

Reference checks are an often-overlooked step in the recruitment process. Take the time to contact previous employers or colleagues to gain a deeper understanding of the candidate's work ethic, performance, and interpersonal skills. While some employers revert to a basic reference of 'I confirm X worked as Y between these dates' there are still those out there that will provide detailed references. In some cases, we have been presented with references before even asking for them, this is usually a sign of a candidate who knows they will be spoken about in a positive way.

5. Provide a positive candidate experience

A positive candidate experience can leave a lasting impression, even on candidates who are not selected, remember the 'market' is quite close and bad news can travel faster than good on occasions, so maintain your market reputation as a company. Always ensure timely communication to keep candidates aware of what is happening in your process out of courtesy and after interview offer constructive feedback. Keep close to a candidate after offer stage and provide a seamless onboarding process for new recruits.

These steps might sound obvious but it's surprising how many inhouse processes forget to formalise steps to ensure consistency across departments and locations. If you are running a process and want to talk to someone then please contact me on 01928 711 800.



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