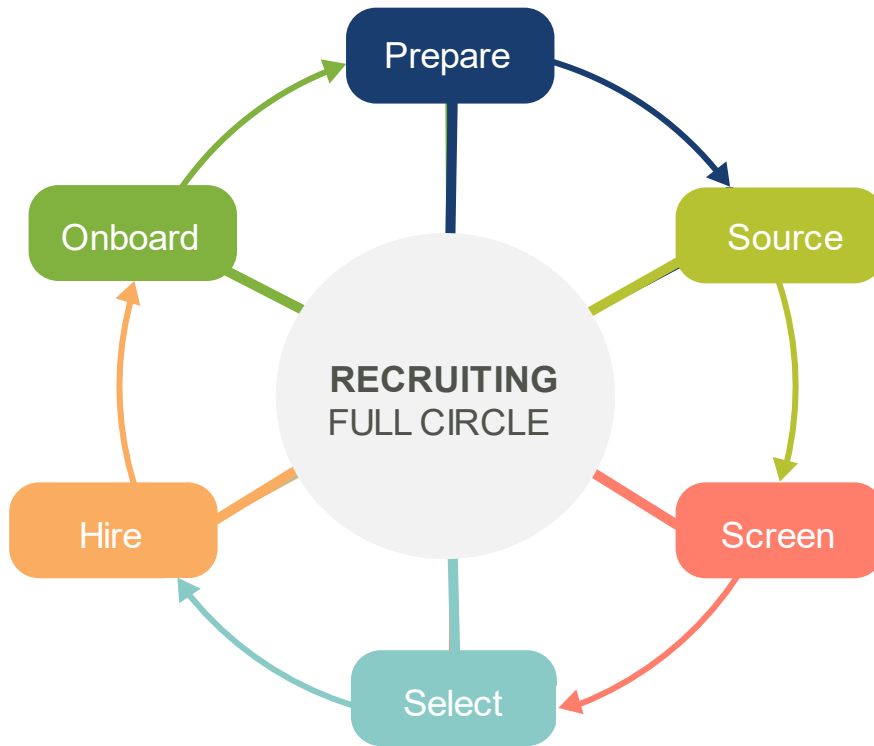


6 Stages in Successful Recruitment

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Depending on the size of your business, there may be one person or an entire HR department responsible for the recruitment process. In either case, it is likely that you or members of your management team will be involved in different stages of these process.

Involving members of your team can be very positive. When done well, it helps prospective candidates get a feel for the people and the culture of the organisation that they are considering becoming a part of.

A **structured approach** must be applied throughout the process, regardless of who is guiding the different steps - from defining the job role, creating the job advertisement, or choosing the channels to communicate your job opportunity in.

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Consistent standards must also be applied:

- When screening prospective candidates to determine if they have the criteria you have identified, to shortlist them and invite them for interview
- As part of the interview and in promoting the position, with a back-of-house show-around or a 'meet the team' for an informal chat

Prepare: In this first stage, you consider the need for the role(s) to be filled, determine the role profile, and decide on the remuneration and benefits package. This critical stage does not always get the time or consideration required. It is important that you take time to consider changes in the marketplace and the need to appeal to different workplace segments, value in an employment package.

Source: At this stage you will be looking to create and design your job advert, thinking about the channels that will help you source candidates from the labour market.

Screen: This is about reviewing the applications received to evaluate candidates, with a view of inviting them to an interview.

Select: At this stage you'll meet the candidates selected for an interview and you'll promote the job benefits to them. It is important that you identify and use the right questions to learn and hear about their skills, attributes and experience, while building rapport and presenting information about your business including your values and culture as an organisation. Prospective employees are interviewing you as much as you are them and they want to be reassured that your business is a right fit for them, their needs, motivations, and values.

Hire: This entails clarification and acceptance of the job offer and confirming the contract.

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Onboard: Through induction and onboarding, you're helping a recruit to integrate in your company's cultural environment. This experience should be transparent, welcoming and enjoyable. Drive engagement and participation, so that new employees feel they are making a recognised contribution. Manage this step carefully, especially if you could not recruit someone with all the required skills for the job. Fast-tracking their induction and skills development will be key to success.