

Recruitment & Selection

Employers can make many mistakes in the process of recruiting and selecting new employees. The monetary costs of such mistakes, direct and indirect, are frightening. The personal costs for the wrong employee, co-workers and management team can be very high and possibly even destructive.

Too little thought is given to; who we want, what we want him/her to do and what kind of person will fit in. Many companies do not have the time or resources for these crucial tasks. Better to have the right person in a few weeks than the wrong person tomorrow. A good well thought out job description and person specification is the place to start.

Sourcing a new employee is a marketing & sales exercise. So consider the appropriate channels to market and use them wisely. Do not delegate the screening of CVs to a junior member of staff—it's just too important! Have the appropriate managers on the interview panel. An interview is not meant to be a chat, it is actually a very important business meeting, so organise it as such. Ensure it is structured and managed properly.

No matter how good and experienced your interviewers may be, do not rely totally on instinct. Make use of appropriate psychometric or personality profiling software to inform the decision making process.

Finally, ensure you have the right package and do not drag out the decision making and job offer process—if you've found the right person, don't lose them now!

What FBA can do to help you get it right

Step one

- Develop job description & person specification
- Agree appropriate remuneration package
- Agree recruitment channels & costs
- Develop acceptable time-line/plan

Step two

- Negotiate with & engage agencies if appropriate
- Develop agency brief
- Negotiate rates for print media and/or websites if appropriate
- Develop advertising material (traditional and/or online)
- Place and monitor all advertising

Step three

- Collate and screen candidates from all sources
- Produce shortlist of suitable candidates
- Telephone interview with top 5, & face to face with top 3 candidates
- Conduct online personality tests if appropriate
- Deliver shortlist & comments

Step four

- Be part of interview panel & assist in the selection process
- Manage or advise on the job offer process
- Conduct reference checks



We can assist in as many or as few of these steps and elements as you wish.

The idea is to use our expertise and experience to complement yours.

E: enquiries@focusbusinessadvisers.com