



SME BUSINESS SPECIALISTS

RECRUITMENT SUGGESTIONS

Most employers have “recruitment” horror stories. Help to minimise these stories by ensuring that the biggest mistake — hiring the wrong candidate — doesn’t occur in the first place. Often when your recruitment falls down it can be traced back to the failure in the recruitment process. Hiring the wrong candidate is expensive, costly to the morale of your workplace, and can be a complex legal minefield.

Sourcing skilled employees is one of the greatest challenges facing all employers. Work out what you want and follow through on these tips to improve your success.

RECRUITMENT TIPS

PREPARE A POSITION DESCRIPTION

- Know and understand what you require in the position.
- Identify the key operational priorities.
- Identify how the tasks are performed.
- Identify how the tasks interact with other aspects of the business.

CREATE AN “IDEAL” EMPLOYEE PROFILE

- What are the specific skills required?
- What is the educational and vocational experience required?
- What are the personality requirements?
- Establish a salary range.

CREATE A JOB ADVERTISEMENT

- Where will you find the “ideal” employee?
- What are the position benefits?
- What is your organisational point of difference?
- What are the time requirements?

INTERVIEWS

- Include structured interview questions for comparative purposes.
- Read applicants CV’s fully — look for gaps.
- Make notes on the applicants responses and review them.
- Never hire on one interview.

INTERVIEWS (*continued*)

- Compare your assessment to your “ideal” candidate profile.

EXPECTATIONS

- Ensure the applicant knows what is expected of them.
- Ensure you understand what the applicant expects from the position.
- What are other employees / managers expectations of the role?

REFERENCES

- Do reference checks on all preferred applicants.
- Check certifications.
- Check them out (Google / Facebook).
- Ask for alternative references!

TESTING

- Require psychometric testing to learn more about them.

OFFERS

- Ensure your offers are in writing clearly identifying the role and the conditions associated with the offer.
- Ensure you address your expectations contained in the offer.
- Identify your workplace rules and conditions.

ACCEPTANCE

- Seek and require acceptance in writing (commitment!)

KNOWLEDGE

INTEGRITY

PERFORMANCE

EXPERTISE

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