

Recruitment Ideas

Scone Chamber of Commerce

Overview

Recruiting new staff is an essential part of managing a business. In an area such as Scone you have the added challenges of a small pool of candidates and the difficulty of attracting applicants from outside the area. The following points have been adapted from some of the many helpful websites you can use. A good start is the NSW Chamber site www.nswbusinesschamber.com.au

Planning

There are many steps to successfully employing new staff - some essential initial steps being:

- Consulting with staff, updating and/or writing a position description
- Looking at what methods are available and appropriate in recruiting for this position
- Researching and deciding on an appropriate remuneration package

Position Description

A useful position description (PD) captures the skills, experience, qualifications, knowledge and attributes that are required to successfully perform a role. A good PD will provide the reader with an understanding of the role with information that clarifies and describes the job, its functions and reporting relationships. The PD should be clearly written, without use of in-house terms or jargon and should be used when writing advertising text and planning interviews.

Advertising

A good ad is one which clearly attracts the right person. It will:

- Capture attention with a catchy, descriptive headline
- Make a point using as few words as possible, with short to the point sentences
- Appear roomy and contain white space

Interviewing

In an interview you need to be as well prepared as the candidate.

- Follow the 80/20 rule—managers speak for 20% of the time and listen for 80%
- Ask problem based and behavioural questions that probe a person's ability to reason
- Make the recruitment process clear and provide candidates with a position description

Behavioural questions

Behavioural questions as part of a structured interview format will assist you to accurately assess a candidate's skills, attributes and behavior as it affects their work. Behaviour based questions ask for specific examples of a candidate's behaviour in situations similar to those they will face in your role. They are open questions that start with statements such as "Tell me about a time..... or Can you describe a situation where you.....".

Adapted from UTS Human Resources www.hru.uts.edu.au

Reference checking

Reference checking is an underestimated and underutilized recruitment tool. It is one of the most effective method of assessing past behaviour:

- You must gain the applicants approval before speaking to their referees.
- A structured reference check will provide the most accurate and relevant feedback

Common Mistakes

- Failure to look in-house: Often the best candidate may be right under your nose.
- Looking for an exact replica: Looking for a person who can do the exact role carried out by a predecessor overlooks innovation, new ideas and potential progress.
- Not explaining the process: The timeline, date for making an offer etc are all vital pieces of information.
- Not involving your employees in the process: Involvement leads to a greater sense of ownership.
- Spending before planning: advertising and recruitment agencies are effective tools when used after researching your options.
- Always using the same sources of advertising and recruitment agencies
- Looking for a superhero. You will rarely ever fill the position!

Adapted from www.allbusiness.com