

## **RECRUITMENT AND SELECTION**

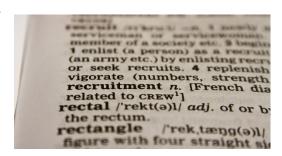
This guide sheet is designed to help you think about what you need to consider when seeking to recruit staff to join your business.

If you need any further support in addition to this guide, please contact connect@growbiz.co.uk

#### **PART 1: GETTING STARTED**

When your business has grown to the extent that you need to employ staff, then it is important that you recruit the right person for the role and have an effective and fair recruitment process.

Before advertising your vacancy, you will need to be clear about the skills and experience you want applicants to have, the hours per week they will work, whether the position is salaried or paid on an hourly basis and whether the role is permanent, fixed-term or offered on a casual basis.



# WRITING A JOB DESCRIPTION AND PERSON SPECIFICATION

Your job description and person specification are your chance to connect with potential candidates.

The **job description** should clearly outline the **role** and the **tasks and responsibilities** that it will entail as you want to ensure that you are prompting the right people to apply. It should include

- Title of the post
- The employer's details, including the name and location of employer and where the role is based
- Salary or hourly rate of pay
- Contracted hours per week
- The purpose, tasks and responsibilities of the post

The **person specification** enables you to

- state what skills, qualifications and experience that are both essential and desirable for the role
- provide potential applicants with the information that they will need to demonstrate that they meet these within their application
- provide the basis of the selection criteria to be used within the shortlisting process.

### WRITING A JOB ADVERT

A job advert should be easy to read and eye-catching in order to attract your ideal candidate's attention. It should;

- Provide information about your business;
- Get the reader involved by referring to the reader as 'you' and using the second person in the description of the requirements and expectations of the candidate and the job role
- Advise of the skills, qualifications, and attributes you need the applicant to have
- Tell them what their salary or hourly rate will be and what the benefits will be most people scanning job adverts determine their suitability by the job title and the salary
- Tell them how they can apply for the role this could be by covering letter and CV or by asking them to complete an application form
- Include the closing date for their application

Job adverts must not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex (gender) and sexual orientation unless there is a specific reason for this but from a legal perspective exemptions and exceptions are very limited.

### **APPLICATION OR CV?**

Applications for vacancies are usually done by either submitting a copy of a CV and a covering letter or by completing an application form. You will need to decide which approach you want to take.

Application Form	CV
Guarantees consistency	Allows applicants to apply for the role quickly
Gives you the answers to specific questions	Looser and more informal than application forms
Allows for fairer comparison between applicants	Gives candidates the opportunity to inject a bit
Each applicant answers exactly the same question	of their own personality
	Not as easy to match the skills and requirements
	described in the job description and person
	specification
	Makes it harder to judge candidates objectively

### **ADVERTISING YOUR VACANCY**

Currently the most common way for people to look for a new job is on the internet, which may include your own business website.

Other channels include **social media**, **job boards** (websites advertising vacancies), **Job Centre Plus**, **recruitment agencies** (although be aware that they usually charge a percentage of the annual salary if you employ one of their candidates), **regional and local newspapers**, **specialist publications**, **local schools**, **colleges and universities** and **word of mouth**.



#### **SHORTLISTING**

- It is always a good idea to have another person shortlisting applications to help ensure fairness and consistency
- All applications should be shortlisted against the essential and desirable criteria outlined in the
  person specification and applicants who meet all of the essential criteria should be shortlisted for
  interview
- Where a candidate does not meet all of the essential criteria, but you deem that appropriate training, guidance, and support may be provided to address the skills gap, they can also be shortlisted
- You should not dismiss applicants who appear to be over-qualified

# **PART 2: USEFUL LINKS**

ACAS is the Advisory, Conciliation and Arbitration Service and works with millions of employers and employees every year to improve workplace relationships. They are an independent public body that receives Government funding. There is a section in their website that can help you with recruitment and selection.

ACAS – Hiring Someone

ACAS – <u>Starting Staff – Induction</u>

ACAS – Useful Recruitment Template Documents



## **FURTHER SUPPORT**

Please contact connect@growbiz.co.uk or via the contact form if you have any questions.

Alternatively, phone our office on 01828 627790.

Information on Growbiz can be found on our website at www.growbiz.co.uk or via our Facebook page.

