

Best recruitment and selection of employees is the first step for the organizational success

Before find out what is the best recruitment first of all we must answer the question of what is the recruitment process...

What is recruitment?

Why best recruitment and selection is required?

Making wrong decision or adopting bad practice when recruitment can be costly, not just in legal terms, but, in appointing an inappropriate person to a post.

Recruitment process

The 8 Steps to Walsall Council's recruitment process

1. A vacancy arises. Sometimes this is due to the creation of a new job, on other occasions it may be because an existing member of staff has been promoted or is retiring.
2. The job description is updated and an employee specification is written. The job description lists the duties of the job whilst the employee specification gives details of the experience, skills and abilities needed to carry out the job.
3. A vacancy advertisement is written and is circulated via Walsall Council's weekly bulletin, Job Shop Weekly. Other media can be used including newspapers, internet recruitment sites, specialist publications and the Employment Service.
4. Application forms are sent out along with copies of the job description and employee specification and must be returned on or before the closing date that has been set. See our applying for jobs page for further information.
5. A shortlist is compiled of applicants who are going to be invited to attend for interview. This is done by the recruitment panel who compare each application form with the requirements of the employee specification. Feedback can be provided (upon request) to those not shortlisted and applicants have the right to complain if they feel they have been unfairly treated.
6. Interviews are held. The panel will use the same set of questions with each interviewee. The interview may include a selection test. Feedback can be provided (upon request) and unsuccessful applicants have the right to complain if they feel they have been unfairly treated. See our interviews page for further information.
7. References will be requested. The successful applicant for jobs working in certain areas, including working with children or vulnerable adults, will be asked to apply for a criminal disclosure check through the Criminal Records Bureau.
8. Appoint the successful candidate and arrange induction training.

11 Point Recruitment Plan:

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| ① Be clear about what you want - Recruiting the right person starts with a detailed job description and personal specification. It also involves following a recruitment process that produces a suitable candidate at a minimum cost to the business. |
| ① Use a thorough recruitment process - The more complex the job, the more sophisticated the recruitment process needs to be. However, as a minimum, the interview process should include: at least two interviews, a psychometric assessment and a thorough reference check. |

① Advertise carefully - Advertisements should be clear, to the point and bespoke to your organisation. Remember; advertising through a reputable recruitment consultant such as Xecutive Search is frequently more effective than advertising under your own name.

① Interview thoroughly - Interviews should be highly structured and based on proven methodologies. They should reveal levels of competency in key areas, appropriateness of experience, personality strengths and weaknesses and integrity. Professional, thorough and consistent interviewing requires a high level of training and coaching. The team at Xecutive Search has these skills. Use them and save yourself time and money.

① Assess appropriately - Psychometric assessments are plentiful, but can be a minefield if inappropriately used or administered. Carefully selected assessments are valuable tools in the selection process, but not to the exclusion of a structured interview. Individuals should be selected on the basis of past performance, competence and personality.

① Always recruit the right person for the job - Recruitment should be seen as a 'rejection process' as much as a 'selection process'. Don't be tempted to pick 'the best of a bad bunch'. You (or your company) will pay dearly in the long run!

① Pre screening saves time - Xecutive Search will screen likely candidates with a simple telephone interview before deciding who to invite for the first face-to-face interview. This will pay you dividends in terms of time and money saved.

① Don't do all the talking - When you actually meet the candidates, let them tell you about their background and achievements. The more you talk, the more you will like the candidate, so, keep quiet, don't tell him or her about the job, the package, the company, or you, until they have told you about themselves.

① Remember training & development - Look for development needs; the perfect person rarely exists. Identify what initial training will be required and ask yourself; how much you will need to invest in the candidate and whether he or she is worth that investment.

① Never over sell the job - Over exceeding expectations, leads to frustrations later. Honesty about the role is always the best policy.

① Background & reference checks - Are vital; research indicates that around 90% of new employees never have references taken up. Background checks should be as thorough, as possible and should include employment history, medical checks, and where appropriate; character references.