



FERN RECRUITMENT

How to create a **smooth** recruitment process

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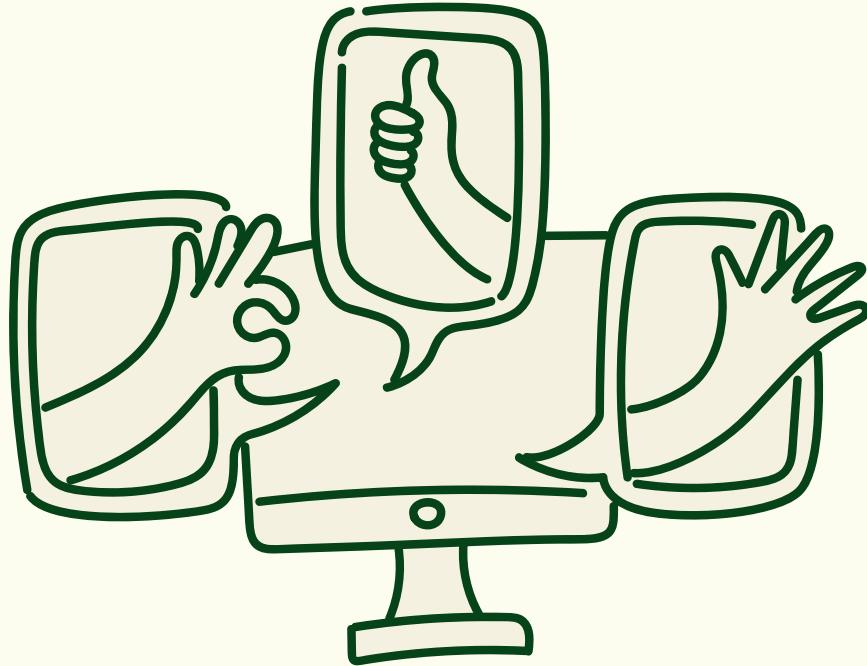


Define the position

- Why is this role being recruited for?
- What will the successful applicant be doing?
- Where will they be based geographically?
- What projects are they going to be working on?

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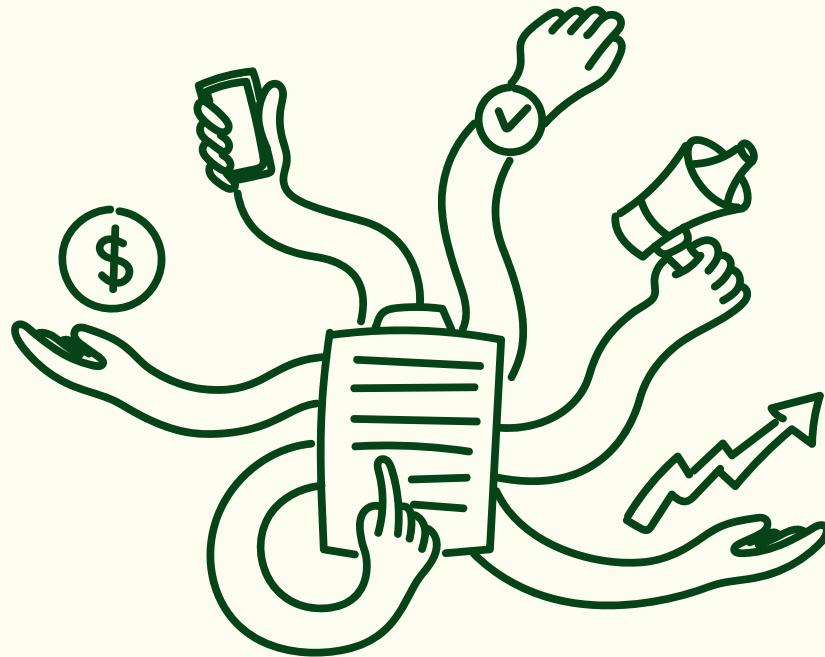


Confirm your recruitment process

- When do you want someone to start?
- Who is in charge of the process?
- When can you interview potential applicants?
- Who else needs to be involved in the process?
- How many interviews would you like to do?
- Select your agency – Fewer agencies will increase agency commitment

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Write a Job Specification

- Create a wish list of the skills you are looking for?
- What skills are desirable and which are essential?
- How can the role progress?
- What training opportunities are there?
- What size team will they be joining?
- What is the salary range?

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Set Deadlines for CV Feedback and Interviews

- What would you like to review CV's
- When would you like to conduct 1st and 2nd interviews?
- When are you looking to make a final decision?

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Other Tips

- Keep open lines of communication with both candidates and the agency
- Provide feedback to maintain a positive market impression
- Use an effective onboarding process with weekly candidate check-ins
- Take references and verify certificates
- Don't rush- ensuring the right match saves time, money, and will reflect well on your company

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