

October 2018 Newsletter

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Recruiting the best!

Lots of our clients are recruiting at the moment - Autumn is always a good time to attract quality candidates in the post holiday season.

With so much recruitment in the air we felt it would be a good time to give some top tips for planning your process to recruit the best candidates for your business!

It's so tempting to jump straight into posting the advert but do **invest time to plan** these key stages;

- **Design the job and recruiting criteria** (more on that below);
- **Plan the timescales** – typically it will take 8 weeks from posting the advert to the person's first day, but the process will be much smoother if at the outset you allocate dates to shortlist and interview. Don't forget that candidates may need to work approx 4 weeks notice;
- **Choose where to advertise**– there are plenty of job sites out there and social media is a great way to spread the message for free. Think about who you want to attract and how you can bring the advert to their attention, don't overlook local physical notice boards and community spaces. Get your clients and users to spread the word through their networks too!
- **Decide how to apply** - to CV or not to CV? Unless you want applicants to complete an application form we advise you ask for a CV **and** a covering letter. This means that applicants have to show some initiative and commitment rather than just whacking in their CV;
- **Set a closing date**– this helps to set your timescales and assists with being decisive, rather than letting applications come in indefinitely and thinking "I liked that person but someone even better might apply", which risks you losing the good candidates who have already



Welcome to our Autumn Newsletter!

This newsletter is all about recruitment and how to get the best candidates and plan your recruitment process from start to finish!

We'd love to hear from you if you have any HR needs arising from issues in this newsletter, or if there are any HR issues we can help with.

Julie and Antonia

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About Green Light HR Solutions

Leeds HR Consultancy supporting small businesses. We understand the people

applied;

- **Shortlist based on recruiting criteria**– assess each application against your recruiting criteria (more on this below). This keeps decisions focussed. Keep a brief note against each candidate for your reference;
- **Consider telephone screening**– if you receive a lot of applications it may be worth having an informal discussion with the best candidates to enable you to wheedle the number down to the 4 or 5 top candidates to meet with in person;
- **Interviews** (more on that below);
- **Make the offer** – a verbal offer is legally binding so be careful not to commit to anything you can't honour later. We advise that offers are subject to the receipt of 2 references, a probationary period and evidence that the candidate is eligible to work in the UK;
- **Let candidates who were unsuccessful know the outcome**– it doesn't take long and it gives candidates a more positive experience even though they weren't successful. It may be worthwhile keeping in touch with good candidates in case further vacancies arise in future;
- **Contract of employment**– it is a legal requirement to issue a written contract to an employee within the first 8 weeks of them starting work.

Need any docs? We can provide bespoke written offer letters and contracts of employment, as well as provide support with drafting job descriptions, recruiting criteria and adverts for your vacancies! Get in touch [by email](#) or tel: **07710 456 240**

More On : Design the job and recruiting criteria

Job Description- most clients roll their eyes when we say these words, but a well written JD helps the recruiter to iron out any vagueness on job responsibilities. It also details the job for those applying so they know what your expectations are. It's important to think about job design even if the vacancy is a like-for-like replacement as the wider team or skill set may have changed since you last recruited.

Recruiting Criteria- When you've written the JD, think about 5-8 skills and qualities that are essential for the candidate to start on day one. This could be experience in a similar job, training, knowledge of tasks they will need to perform and/or qualities such as the ability to work well in a small team and use initiative.

management challenges you face on a day-to-day basis.

Run by Antonia Nicholls and Julie Shimmin, all the work is performed by us and we take pride in getting to know our clients so that we can provide a high quality and tailored service. We are fully CIPD Qualified with, between us, over 30 years experience of working in HR and managing staff in both the public and private sector.

www.gj-hrsolutions.co.uk



We are pleased to announce that we are an accredited partner of [BreatheHR systems](#).

In response to clients asking if we provided an HR system we hand picked BreatheHR as user-friendly software package designed for small businesses which automates many HR processes, enabling clients to securely store employee details and documents, calculate authorise and report on employee holiday and sick leave.

A number of our clients are already using BreatheHR. If you'd like to arrange a demo please [email us](#).

Statutory Entitlements (qualifying criteria apply)

Statutory Maternity, Shared Parental Leave, Paternity and Adoption Pay: £145.18 per week

Statutory Sick Pay: £92.05 per week for

In our opinion, all recruitment decisions, especially at shortlist and interview stage, are most effective when they are based on the Recruiting Criteria you outlined at the start of the process.

More On : The interview

Remember that as much as you are assessing their suitability, your candidates are working out if they want to work for you. The interview is a great opportunity to give them a real feel of what working for you will be like.

You might not always get the best out of someone at interview alone, so consider using other methods of selection as well, such as:

- A tour of the business
- The opportunity to meet existing staff
- A performative task to test their skills in action, such as an in-tray exercise, presentation, task or an assessment test. Whatever it is, it should be relevant to the job and not intended to catch out or surprise your candidates!

To prepare for the interviews put together 4 to 5 broad questions based on the recruiting criteria, along with general questions about the candidates' interest in the job and the company. We advise that you don't interview alone so that there is someone else to input.

Aim for the candidate to do 80% of the talking, and focus on asking candidates about their experience, rather than posing scenarios or using hypothetical situations as these encourage the candidate to second guess what they think you want them to say, rather than providing you with real life experience of what they have done and when they have exhibited that quality in the past.

Don't let the candidate leave the room until you have a good feel of their experience and can make a judgement on whether or not they are good fit for the job and the company. Write brief notes on what they say so you can

up to 28 weeks.

The National Living Wage (NLW) from April 2018:
Workers aged 25 and over: £7.83
Workers aged 21 to 24 years: £7.38
Workers aged 18-20: £5.90
Under 18: £4.20
Apprentice: £3.70*

*This rate is for [apprentices](#) aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the NMW for their age.

The next increase to the Statutory entitlements will be announced prior to their expected increase in April 2019.

Click here to see [our previous newsletters](#)

Please send your feedback and thoughts on what you'd like to see in future
info@gl-hrsolutions.co.uk

We'd love you to forward our newsletter on, or folks can sign up on: www.gl-hrsolutions.co.uk

We can assist with any and all and any of the stages involved in your recruitment campaign.

We aim to handle your recruitment as though we are your in house HR department, agreeing in advance with you how much involvement you'd like us to have, which could include job design, planning a performative task, or overseeing the whole process, including shortlisting CV's and supporting interviews. Or we can simply taking the admin

remember which candidates said what.

[Click here for more information about interviewing:](#)

hassle out of the process by receiving applications to our dedicated jobs@ email address.

[Email us](#) to discuss your needs, or tel: 07710 456 240

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