



## Recruitment: Hints & Tips

Recruitment is very time-consuming but also very important to get the right person to join your team. Recruitment has changed significantly over the past few years, particularly with covid-19 and from our own experience we can share some of our hints and tips that might help when your organisation is approaching recruiting again.

### Write a recruitment plan

- Firstly, don't automatically think you need to replace a role when someone leaves. Can you distribute tasks amongst existing team members for example? If not,
- Review the last job description, including skills, knowledge, and essential criteria to see if what you need is still relevant and make any changes.
- When writing a job advert, remember to sell the benefits (such as enhanced sick pay, pension, etc.) and try to get across the culture of the organization and the type of individual you are looking for without being discriminative.
- Consider if there are existing employees keen to move into this role for you to initially advertise/offer internally.
- Work up your timeline, remembering that many individuals have at least a month's notice period and that the recruitment process itself can take at least a month if you are lucky enough to find the right candidate quickly.
- Produce a spreadsheet/table to monitor your recruitment process, so you are clear on timescales and who within your organisation is doing what parts.

### Where to recruit?

- Using your current networks is a good place to start, so advertising on your website, LinkedIn and social media pages. Also, share the advert via emails and newsletters across your contacts.
- Indeed is a popular recruitment website where you can choose to post the job for free or paid.
- Goodmoves is a paid for recruitment platform and widely used in the charity sector.
- There are also the option of recruitment agencies, but these are generally pricey and not always able to get the right individual.

### Suggested recruitment process

- Make it as easy as possible for someone to apply. Ideally, just ask for a CV and cover letter/email.
- Produce a shortlisting spreadsheet listing the key criteria that the candidate needs. This will help you decide whether to offer them an interview.
- If the candidate seems like they might fit the role, don't wait! Invite them to a short telephone chat where you may cover off more detail about the role and ask a couple of questions that would have previously been in a job application. Following that you can invite them to a formal interview.
- Decide whether the interview needs to be in person or online. Being online is less personally but much easier for the candidate to attend. If the interview is online, you might want to invite them to the office before formally offering the role.
- Previously many organisations would wait for a closing date to interview. However, the job market is moving faster now so if you have a candidate that ticks most of your boxes it might be worthwhile inviting them to an interview quickly, rather than waiting for the closing date.
- Consider whether you want to share your interview questions in advance, depending on that role this can really help candidates to formulate their answers.
- When offering the job, you can do this initially over the phone, then followed by an offer email including the probationary period timescale, annual salary, condition of employment and any benefits.

### Final few steps

Once the role has been offered there is still lots of planning needed! You might want to consider:

- creating a new starter checklist including internal employee set-up and system access.
- an induction plan including reading and training so you both know what is involved over the weeks.

Remember that no later than their first working day you need to provide them with their contract to sign.

### Smart Play Network Members Support

Remember you have access to telephone and email support. For more information about the topics covered in this guidance sheet, or any other queries you may have about your project, please contact us; 0131 554 2620 or [admin@smartplaynetwork.org](mailto:admin@smartplaynetwork.org)