



Planning

Before recruitment, check the duties and responsibilities your organisation needs to have performed:

- Is the current job description really what the organisation needs?
- Do they fit with the organisation's strategic and business plans?
- What are the legislative requirements?
- What recruitment policies and procedures need to be followed?

Recruitment

Ads in the local paper is only one way of recruiting, other options include:

- Internal notices such as newsletters or email messages
- Notices on public noticeboards either within your organisation or in other places
- Existing networks and word of mouth advertising are cheap and effective
- Recruitment agencies can help sort out potential applicants and therefore save you time

Advertising

What goes in an advertisement:

- Title and job description
- Job status and salary
- Required skills and knowledge
- Contact details
- Application closing dates

You must not break anti-discrimination laws and job advertisements must be clear and truthful!

Selecting Staff

You need a good quality selection criteria and an informed and organised interview panel!

Short listing candidates will save lots of time.

Questions you ask at the interview must be consistent for all applicants and the questions must relate to the position.

You can ask about existing injuries if it is relevant to the position, but be careful – obviously they have to be able to do the job however it is illegal to discriminate on the grounds of disabilities!

Reference Checks

Obviously you will ask if people can do the job to the ability they claim and its still an important process.

It is also a good time to find out what are things that motivate your potential employee and what de-motivates them!

Induction

This is really good time to get to know your staff personally, so use it as a time for them to not only get to know the organisation but for you to get to know them a bit better.

It is vital you give your employee induction into OH&S policies and procedures. Other policies and procedures need to be covered but OH&S is absolutely essential!

Most inductions start with the individual roles and responsibilities and work out to the big picture stuff!

Appointing a buddy can help someone feel welcome and supported.

Identify Training Needs

Use the probation period to identify the strengths of your new worker as well as the areas they will benefit from extra training.

It is easier to train the right person for the position than change poor attitude or work habits even if the person is highly skilled!

It is important to know whether the training or professional development has actually benefited the individual and the organisation.

Make sure you evaluate the activities and a good way to 'value add' to the training or development is to ask the worker to give a brief presentation to the next team meeting.

Performance Appraisals

Usually performance appraisals are done at the end of the probation period and then annually.

It is important the employee feels supported during this time so make sure you have some positives as well as negatives to discuss.

Break the position down into differing tasks and offer clear examples of the employees strengths and areas to be improved.

Moving On

No matter how good a boss you might be, people do need to move on. Make sure you have some strategies to retain the corporate knowledge – it could be record books, on line logs or any other record keeping strategy.

Sometimes we have to move people as they are not able to perform to the required level. If you think this may be the case, make sure you have good record keeping procedures in place and follow the policies and procedures in your organisation.

Is it possible for under-performers to be placed in a different role in your organisation? It would save time, money and anxiety for all involved if alternatives to losing the staff member could be found.