



Recruitment – Getting it
right the first time



móir finance recruitment
learning
oroup

Overview

- **What is the role – the real story ?**
 - **Who is involved in your hiring process ?**
 - **Defining a solid but simple recruitment process ?**
 - **Time Frames and Candidate Expectations**
 - **Role Descriptions that attract great candidates**
 - **Interviews that are genuine and help you assess the best fit – bringing your best**
 - **Invest in onboarding – setting them up for success**
-

What is the role ?

- Have you defined the role and how it fits ? (replacement, new role, restructure etc)
- Are the key objectives clear and agreed ?
- Salary offered – have you tested this ?
- Have all stakeholders agreed the role and its positioning in the organisation ?
- Are functional relationships and lines of reporting clear ?
- Have you written an interesting job description ?



Who is involved in your hiring process ?

- Agree who will attend the interviews, who will control the interview and what questions will be asked ?
- Will you have a panel interview, will this be behavioural based questions?
- How will you measure the applicants?
- Agree in advance who will ask which questions
- Stakeholders all meet after the interview to discuss the applicant – yes or no?



Defining a solid but simple recruitment process

- Build in a variety of ways to assess technical and cultural fit – eg survey, stakeholder meetings, scenarios
- Aim to create a process that is transparent and consistent with all candidates – trust
- Include a social media search and query any concerns with references



Time Frames and Candidate Expectations



- Confirm approval to recruit with HR
- Meet with relevant stakeholders and agree process and timeframes
- One person should control this – HR, Line Manager or internal recruiter
- Create a timeline and set the dates to review the shortlist
- Set the dates quickly for 1st and 2nd interviews – especially in a candidates market
- Be clear with candidates about the process
- Build in some time to provide feedback to candidates

Role Descriptions that attract great candidates

- Clear and realistic – the right size for the role and salary
 - Interesting and descriptive – exciting to the candidate
 - Inclusive language – to attract a diverse group of candidates
 - Involve the team in writing the job description
 - Have you emphasised positive elements of culture ?
 - Are the benefits of your organisation really well articulated ?

 - Post these in ads with impact on Social media
-

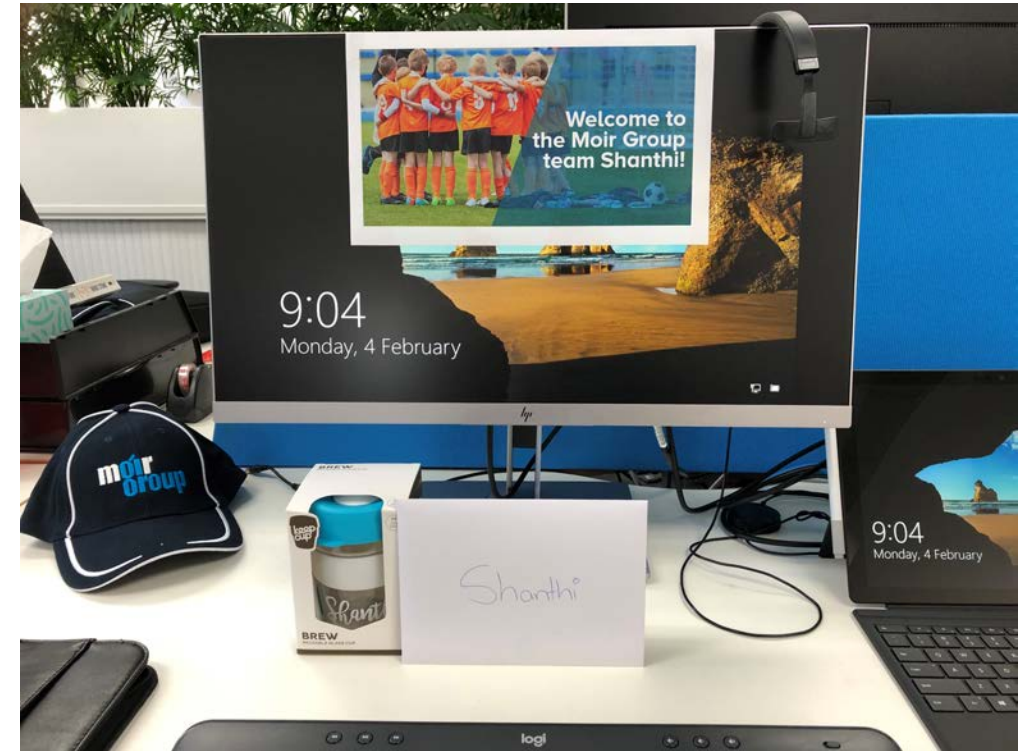
Interviews - Bringing your best



- Allow time to prepare yourself
- Demonstrate care and appreciation for their time
- Set and manage expectations of interview
- Ask questions that will allow the candidate to showcase their capability – behavioural
- Don't ask confusing or double-barrelled questions
- Bring an optimism and open mind – free from bias
- Listen actively and check for understanding

Invest in onboarding – set them up for success

- Provide an induction pathway & passport
- Make sure there is appropriate manager involvement from prior to start
- Send a welcome email with all necessary start details
- Provide pre-reading, foundational documents
- Arrange business cards, laptop, phone, logins
- Send calendar invitations and add to relevant contact lists – Inclusion
- Plan a handover with incumbent if appropriate
- Allocate a buddy
- Welcome gift/pack/card – the lovely touches



“Work is a big part of people’s lives
and having a **satisfying job** is a
big part of having a **fulfilling life**”



www.moirgroup.com.au

+61 2 9262 4836

