

TOP 10 tips to make your Hiring & Retention a success

1. **Job Structure & Design** – Is the existing Org Structure and responsibilities of the role fit for purpose? Review and update the Job Description & Person Specification if applicable. What does a great Candidate look like? Make sure you have agreed the criteria and benchmark with all stakeholders before handing over to HR and your chosen External Recruiter.
2. **Get into the mindset that the interview is a 2-Way process.** Ask yourself, “Are we an Employer of Choice?” The Candidate is also interviewing YOU. Don’t assume that you are in Total Control.
3. **Have a set format and ensure all interviews are conducted by suitably trained, experienced and objective stakeholders.** Set timings and participants for each part of the interview including any testing or group-based activities.
4. **Showcase your business.** This can be in the form of a presentation. An enthusiastic presenter who can make the Candidate feel at ease will engage them more. Ensure you communicate a clear Strategy, aligned with Core Values that can be evidenced from employees, Customers / Suppliers?
5. **Communicate clearly** at ALL stages of the Hiring process in a timely and respectful fashion.
6. **Have a clear process for making the hiring decision.** Don’t do it on a whim. Take enough time to arrive at the best outcome. Consider a diverse range of Candidates who can bring a mix of experience and fresh ideas or skills that are lacking within the business.
7. **Do not rush into the offer process.** You don’t want to risk losing the candidate, so ensure that a thorough and measured decision has been reached. Have a professional, standardized process for making the offer. Have all things been considered? Bad impressions given off at this stage can be catastrophic.
8. **Onboarding.**
 - Start onboarding the moment the contract is signed and have a simple checklist
 - Keep it personal & set expectations early
 - Schedule regular 121’s
 - Keep it fair and consistent
 - Make it enjoyable, interesting and part of your culture
 - Have a process but keep it flexible
9. **Develop a Retention Strategy.** This could include an Appraisal system, Succession Planning, Training & Development and Mentoring. Obtain Sector / Functional Remuneration Package Benchmarks annually. Conduct regular Employee Engagement Surveys / Culture Audits as well as EXIT interviews to obtain a ‘real’ check on Culture and opportunities for improvement. This will enable your business to become an Employer of Choice.
10. **Partner with an experienced Search Consultant** who will provide expertise in finding the best candidates, advise and support throughout the process with an objective and best fit solution rather than a financial goal or quickest option in mind.

CONTACT Jeff Beacham TODAY to discuss your Managerial or Executive hiring challenges

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