

SUSSEX HR HUB

How to recruit the right people

Is your business growing?

Do you need people with new skills and experience?

Do you know how to find them and keep them?

Hiring the right people for your business is a crucial decision that can have far-reaching consequences - especially if you get it wrong. So equip your managers with the skills for successful interviews.

Only select the best people! Create a reputation that shows you are serious about recruitment and it will make you an attractive company to work for.

What to do:

Be clear on what you're looking for

- Identify what type of people you want to attract
- What qualities will make them successful in their role?
- What skills and expertise are essential to the job?

Find great people in unexpected places

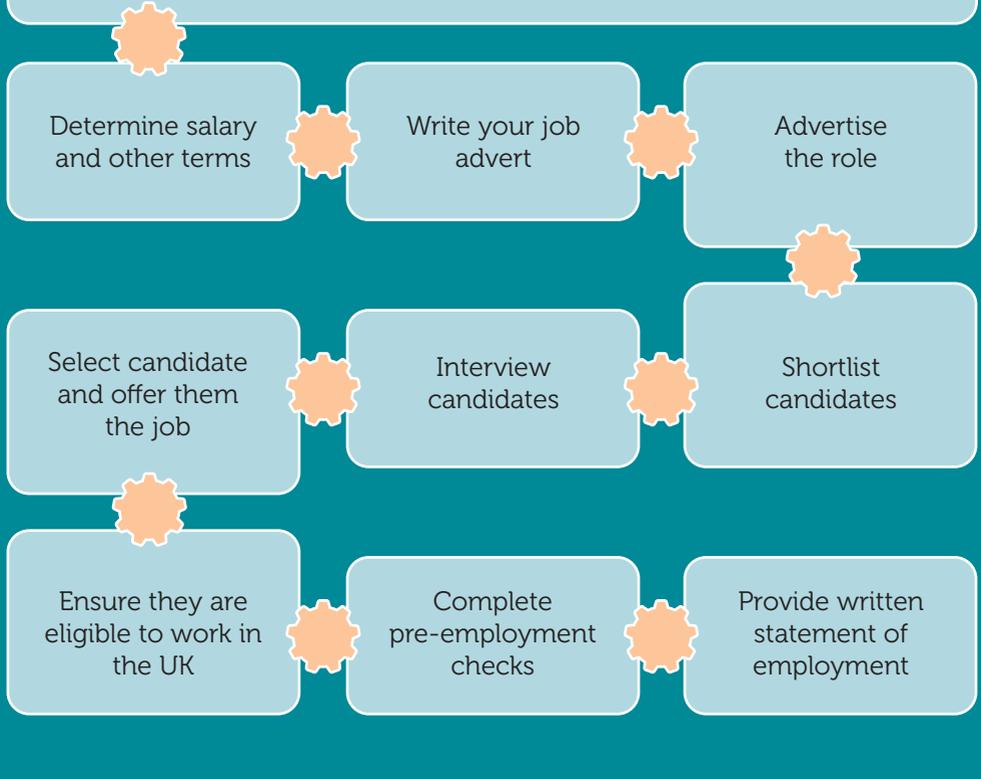
- Look (everywhere) inside your company
- Look outside your industry
- Use your networks

Don't just stick with the norm

- Be imaginative with vacancies
- Give people an opportunity to say what they would do in the job
- Be open-minded - skills and attributes travel well

First steps to recruiting a new employee

Write job description and person specification



Some essentials

There are many reasons why you may, or may not, choose to make an offer of employment but do take into account the protection given by the Equality Act 2010, as well as the need to follow fair procedures.

Ensure your recruitment and selection procedures reflect your legal responsibility to ensure that no unlawful discrimination occurs and that they comply with all relevant employment legislation.

**Be confident your HR is in safe hands.
Contact us for friendly, reliable, expert advice that you can act on.**