



RECRUIT RIGHT

recruitnz

We take the pain out of recruitment

1

PREPARE YOUR THREE MOST IMPORTANT DOCUMENTS

- **Position Description**
Lays out day to day tasks for the role
- **Person Specification**
Outlines characteristics of the ideal employee
- **Interview Guide**
Ensures every candidate is asked the same questions

2

CREATE A RECRUITMENT ROADMAP

- *Identify the position*
- *Confirm the position requirements*
- *Advertise the position*
- *Screen Applicants*
- *Acknowledge receipt of applications*
- *Conduct interviews*
- *Check references*
- *Notify candidates*
- *Commence induction*
- *Follow up review*

3

DELIVER STRUCTURED INTERVIEWS

- **Behavioural Interview Questions**
Draw out examples of actual past behaviour
- **Situational Interview Questions**
Intentions are generally closely tied to actions

STRUCTURED INTERVIEWING IS TWICE AS EFFECTIVE AS UNSTRUCTURED

4

HOW TO AVOID BAD HIRES

- Don't rush!
- Use structured processes
- Never hire friends or family!
- Always reference check

5

RECOGNISE BAD HIRES

- Poor work quality 63%
- Doesn't work well with others 63%
- Negative work attitude 62%
- Causing client complaints 56%
- Failing to meet deadlines 48%

41% OF BAD HIRES COST OVER \$25,000 & 25% OF BAD HIRES COST OVER \$60,000!

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