

Recruiter's corner

Dr Glyn
Brokensha
director
Express



RECRUITING a new team member can be a time-consuming and costly exercise but choosing the wrong candidate is worse.

This has a negative knock-on effect on team morale, productivity and the cost of retraining a replacement if it does not work out.

How do you ensure you are getting the best person for the job? An increasingly common mistake is employers making poor assumptions about applicants based on their application alone and missing out on the cream of-the-crop jobseekers.

Here are some tips to help you find the right person:

- ❑ Use the internet. Do not assume some applicants are not as computer-savvy as others. Most of today's jobseekers expect to apply online and organisations that fail to operate their recruitment processes via the web run the risk of appearing archaic and behind the times.

- ❑ Be clear on the type of questions that will help you ascertain if the applicant is a good fit not only for the role but also for the team and organisation as a whole.

- ❑ Find out as much as you can about the applicant using references and other means.

- ❑ Benchmark against existing staff. You can identify applicants who complement existing staff's skills and personality traits.

- ❑ Allow responses from screening questions and psychometrics to help you identify a handful of best-suited applicants and conduct interviews only with those short-listed.