



INFORMATION SHEET

Workplace Services

Current at: 1 September 2014
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NAT- Recruiting the Right Person for the Job

Are you thinking about putting on another employee? Are you intending to simply place an ad, see what's out there and choose the best candidate from the applicants? There is nothing wrong with that approach, but how you go about it may make all the difference to the outcome. It is a good idea to think about the following issues before you start your recruitment drive.

What type of employee do you want for your business?

Think about the following:

- tasks to be performed (what and how);
- skills;
- qualifications and the need for further training;
- experience and the need to be supervised;
- responsibilities and how you will monitor their work performance;
- personality and how they will get along with your existing staff; and
- What type of employment arrangement do you require (full-time, part-time, casual, contract/vacation)?

How will you advertise?

Through:

- word of mouth?
- a TAFE or other type of noticeboard?
- the newspaper?
- online?
- an employment agency?

How will you assess each applicant?

Will you:

- conduct an interview over the phone or in person?
- contact the listed referees and ask questions about each applicants' attributes?
- arrange for the applicants to demonstrate their skills?

What conditions are you prepared to offer?

Remember:

- what your obligations are as an employer;
- not to make promises during the interview that you cannot keep, as you may be unwittingly adding to those conditions; and
- that flexible working conditions attract loyalty in employees.

DISCLAIMER - The above is intended to provide general information in summary form. The contents do not constitute specific advice and should not be relied upon as such. Formal specific advice should be sought by members with respect to particular matters before taking action.

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Make sure you put the employment agreement in writing.

This will avoid any misunderstandings later on. HIA's workplace advisers can help you in this respect.

Finally, do not forget to let the other applicants know that they were not successful.

You may have found a number of suitable candidates but were only able to employ one of them. By being courteous towards the unsuccessful candidates in the first instance, you are more likely to succeed should you choose to give them a 'first right of refusal' during a subsequent recruitment drive.

By taking a little time to think about the issues before you start, you are more likely to get the staff you need, who are suited to your working environment, and who are less likely to move on in the short term.

At a discounted member rate HIA can provide you a Recruitment Kit for your business. For more information, call 1300 650 620 and ask to speak to a Workplace Adviser or go to hia.com.au/hrdocs.