Text, logo

Description automatically generated**CHECK LIST WHEN EMPLOYING A NEW MEMBER OF THE TEAM**

It is an employee’s market currently. This means that you need to act fast, decisively and with integrity if you are to be able to recruit the right people for your business.

Employing the wrong staff can be very expensive for your business, both in terms advertising and recruitment costs but also in terms of your business reputation.

There is no exact science in employing 'the right one', but we have extensive experience in various selection techniques and in avoiding the pitfalls that many employers make when recruiting.

If you follow the guidelines below then you will most likely succeed in securing yourself a great addition to your team.

|  |  |  |
| --- | --- | --- |
| **STAGE** | **ACTION** | **Checkmark with solid fill** |
| Pre-interview | Assess which is the right contract type for your needs (See employment contracts) and include this clearly on the job specification |  |
| Pre-interview | Create a Job specification. To do this you will need to: -  Scope out the role- in other words write down everything you’d like this person to undertake during their working days/weeks/months.  Consider if the role requires an enhanced records check (this will usually only apply if working with children or vulnerable people or where finances are involved. You can use this tool to check the circumstances you are able to ask for a DBS check https://www.gov.uk/find-out-dbs-check |  |
| Consider and include the location or locations your employee will work from. For example, if you have multiple sites, their main place of employment might be in site A, but you may require them to work from site B from time to time. |  |
| Consider and include what skills or qualifications might be needed. |  |
| Consider and include what personal attributes will be an advantage. |  |
| Consider and include what hours you need covered in total and whether this can be covered by one person or multiple people sharing the role. |  |
| Research how much others are paying for this type of job and then, when calculating the salary you will offer, don’t forget to calculate the additional costs you may incur on top of the salary. These include: -  Employers National Insurance Contributions  Employers Pension Contributions  Apprenticeship Levy  You can check the cost of these here: -  <https://www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions>  <https://www.gov.uk/guidance/pay-apprenticeship-levy>  <https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay>  Always state the salary or salary band for the job you are advertising. |  |
| Pre-interview | Consider the type of person you are most likely to attract. Where are they most likely to be looking for jobs?  What is in your budget for recruitment? (Hint – doing it at no apparent cost can be costly down the line!)  For examples and tips on recruitment options see (VLS Recruitment Strategy Tips) |  |
| Pre-interview | Consider a reasonable time frame to allow people to see the role advertised; collect their CV or application together; send it in to you and you to review. Once you have done this set the closing date for application on the job specification. |  |
| Set aside a few days for interviewing and note these on-the-job specification |  |
| When do you need your new worker to start? Include this on-the-job specification |  |
| Pre interview | Use as many means as are available to you to advertise your job. In case you missed it - see (VLS Recruitment Strategy Tips) |  |
| Pre interview | Always write to everyone who has applied – even if it is a standard letter/email – thanking them for their application and advising if they have been selected for an interview or not.  This is important for your reputation. |  |
| Pre interview | For those that are successful, even if you telephone the candidate to arrange the interview date and time – always put it in writing and confirm the location of the interview; date and time; duration and what the interview will include (for example will there be any test or presentation required?) |  |
| Pre interview | Prepare a standard interview crib sheet to ensure you ask each candidate the same questions and can evaluate them objectively. We have included a template to help you which can be found here [interview template record]. This should include: -  Time for them to talk about themselves and why they are interested in this job and working with you specifically.  Time for you to ask for specific examples that will demonstrate the skills and attributes you are looking to be displayed.  Time for you to talk a little about your business |  |
| Pre-interview | Ask someone else to attend each interview with you. Ideally this will be the same person. This helps so that one person can write whilst the other is asking questions; it also gives a different opinion on each candidate. |  |
| Interview | Always re-read the CV/application directly before the interview so that you have a fresh reminder of the applicants back story |  |
| Interview | Always be on-time. Prospective employees have a lot of choice and showing up late for an interview can imply that the role or person is not important to you. |  |
| Interview | Use the same questioning strategy with each candidate and do not ask for any personal information or views that are not relevant to the job, as this could be considered discriminatory. |  |
| Do not accept partial or unclear answers to any of your questions, dig deeper for more detail if necessary |  |
| Give every candidate an opportunity to answer the questions fully |  |
| Try to keep questions open, not questions which require a simple yes / no answer |  |
| Remember – the candidate should be talking for 80% of the interview and the interviewer(s) for 20%. |  |
| Finish by telling the candidate what will happen next.  Thank the candidate and close the interview. |  |
| Post Interview | Read through your notes about each candidate and complete the assessment form.  Your reasons for appointing or nor appointing a particular candidate are important in case your final decision is challenged |  |
| Post Interview | Compare each candidate against the job description again considering the additional information you now have concerning each candidate.  Is the candidate a good fit against the job description in the short/long term? |  |
| Post Interview | Make an assessment for each candidate as to whether they will fit the culture of the team and the Company as a whole.  However, ensure that you are not discriminating against any candidate because he/she is a different sex or of a different age or from a different racial, religious, or cultural background to the rest of the team. |  |
| Post Interview | Don't be tempted to pick the best of a bad bunch – recruitment mistakes are costly and time consuming and ultimately it is better to re-advertise to get the right person |  |
| Post Interview | If you are uneasy or unsure about anything that was discussed in the interview, ask the candidate back for another interview or talk to the candidate over the phone to clarify.  Do not ignore your instincts and offer the job anyway. |  |
| Post Interview | Let all candidates know whether they are successful or not as quickly as possible.  Delays could mean that you miss out on the best candidates. |  |
| Post Interview | Record your decisions (make sure these have been reached without indication of bias) and retain any notes you may during interview, ideally for 12 months from the date of interview |  |
| Pre employment | We recommend you first telephone your preferred candidate to offer them the role in person and ask if they have any questions. This is a good opportunity to have your decision reconfirmed. Ideally you will reconfirm salary and agree a start date over the phone, which you will then put in writing to the candidate, advising them that a contract will follow. |  |
| Pre employment | It is usual for offer letters to contain: -   * A heartfelt welcome to your business * Confirmation of the start date, time and working hours * Confirmation of the dress code * A brief outline of what their induction period might look like * A list of items they will need to bring on their first day (for example, bank details; National Insurance Number; Passport; confirmation of the right to work in the United Kingdom (If not a UK citizen) |  |
| Copies of the following employment offer letter templates can be found within the templates section: -   * Casual employment offer letter * Zero hours employment offer letter * Full Time employment offer letter * Part Time employment offer letter * Young Worker employment offer letter |  |
| Pre employment | Once your offer has been formally accepted, you will want to send your recruit a contract.  Copies of the following employment contract templates can be found within templates section: -   * Casual Contract * Zero Hours Contract * Self Employed Contract * Full Time Contract * Part Time Contract |  |
| Pre employment | You may also wish to enclose a copy an Employee Handbook if you have one so that they can familiarise themselves with this before they start with you. An Employee Handbook template can be found in the Templates section. |  |
| Pre employment | Complete the relevant checks: -   * Right to work in the UK (if applicable) * DBS (if applicable) * References |  |
| Pre employment | Tell HM Revenue and Customs (HMRC) by registering as an employer - you can do this up to 4 weeks before you pay your new staff.  <https://www.gov.uk/register-employer> |  |
| Pre employment | Take out employment insurance - you need employers' liability insurance as soon as you become an employer. <https://www.gov.uk/employers-liability-insurance> |  |
| Pre employment | Check if you need to automatically enroll your staff into a workplace pension scheme. <https://www.gov.uk/workplace-pensions-employers> |  |
| Employees first week | Your first week should be taken slowly to allow your recruit to get used to where everything is; the schedule and most importantly, how you like to work.  Once you have familiarised your recruit with their new surroundings, we recommend that one of your first tasks should be to complete the New Starter Form that can be found in the Templates.  It would then be a good idea to go through the Employee Manual and the Daily, Weekly and Monthly Operations Check lists. Spending sufficient time so that questions can be asked and thoroughly answered.  A schedule should then be agreed where you will take them through the company policies.  Finally, agree timelines for any training. |  |