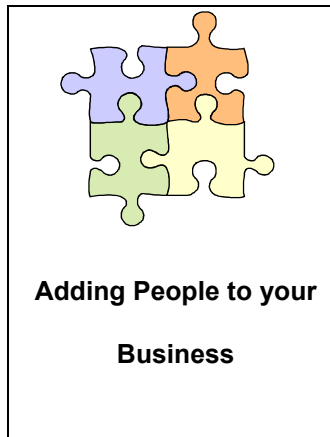
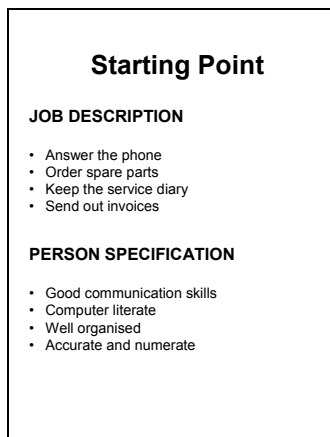


**Adding People to your Business**  
*By*  
**Judith Brew of Bowness HR**  
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Slide 1



Slide 2



### Slide 3

**What the Law demands**

When recruiting you must NOT at any time discriminate on –

- **Gender**
- **Race**
- **Age**
- **Disability**
- **Religion or belief**
- **Sexual Orientation**

You must be able to PROVE that you did not discriminate

### Slide 4

**The Advert**

- **Job Description**  
Clear and Accurate
- **Person Specification**  
Essential v Desirable
- **Pay Information**  
National Minimum Wage
- **Benefits**  
Flexibility, pension, perks etc

**NB Closing Date & Where to apply**

### Slide 5

**Where to advertise?**

- Job Centre
- Newspapers
- Professional publications
- Radio/Television
- Agencies
- Local Shops/Post Offices
- Word of mouth
- Internet
- Ex Forces Personnel
- Foreign Workers

Slide 6

**Successful Selection**

- **Shortlisting Schedule**
- **Interview Arrangements**
  - Time, date, location
  - Access for non able-bodied
- **Interview**
  - Consideration & Organisation
  - Two interviewers if possible
- **Selection**
  - Person Specification
  - Reserve(s)

Slide 7

**3 GOLDEN RULES**

1. **PREPARE**
2. **LISTEN CAREFULLY**
3. **KNOW WHEN TO KEEP QUIET**  
(Which is most of the time)

Slide 8

**Interviewing**

- Check you have the right candidate
- Welcome, introductions
- Set out framework of interview
- Keep it informal and relaxed
- Open questions – How? What? Why? – gives you information
- Avoid – personal questions
  - multiple questions
  - answering yourself!
- Be consistent in your approach

**KEEP THE PERSON SPEC IN MIND**

## Slide 9

### **Making the Choice**

- Score against the person specification 'features'
- Don't rely on gut feel – but don't ignore it.....
- Choose a reserve(s)
- Be brave enough to choose nobody

## Slide 10

### **Tying up the loose ends**

- Write up notes + reason for selection (non selection)
- Take up references
- Send out contracts with offer letter for signature and return.
- Write out with starting details and what they need to bring.
- Organise your 'welcome pack'
- Keep all paperwork for 1 year
- Don't forget your EL insurance