



WHAT YOU NEED TO KNOW TO KICK-START YOUR RECRUITMENT PROCESS

signature
— Career
Management

When you're starting to think about recruitment, it pays to walk before you start running, and plan in time to put real thought into what you need.

It's a costly mistake to make if you bring in the wrong person at the wrong time, so here are some top tips on what you need to know before you kick-start a recruitment process.

And before you start thinking – 'I don't have time for this... I need someone in the business now!' I'm sure we'd all agree, you'd rather have a gap than be managing the wrong person!

1

Understand the Business Need

- **Why** is this position being filled (e.g., replacement, growth, new project)
- What **business objectives** will the role support for the long term, not just thinking about the here and now?
- What **impact** will this role have on the team and company goals?

2

Clearly Define the Role

- **Responsibilities** and key deliverables (what does good look like VS under delivery?)
- **Required skills**, qualifications, and experience (what does skilled look like VS less skilled?)
- **Desired attributes/ behaviours** (what is a great behaviour fit VS not a good fit?)

3

Determine the Budget

- **Salary range** (based on market research or internal pay structure)
- **Benefits and perks** (health insurance, bonuses, remote work options)
- **Recruitment costs** (job boards, agencies, advertising, background checks)

4

Know your Target Candidate

- What kind of candidate are you hoping to **attract**?
- Where can you **find** them?
- What **motivates** them?

5

Plan the Recruitment Process

- **Recruitment stages and time scales** - what date do you want your candidate to start?
- **Selection methods** (CV screening, interviews, behavioural tests, presentations).
- What **Stakeholders** are involved - plan interview dates ahead of time, to ensure a smooth process.

6

Establish Selection Criteria and Tools

- Clear **evaluation criteria** aligned with job requirements, mitigating unconscious bias.
- **Interview structure and assessment tools.**
- Develop a **scoring or feedback system** for consistency.

7

Align with Company Culture and Employer Brand

- How will you **communicate your company's values and purpose?**
- What is your **Employee Value proposition (EVP)** - Why should people want to work for you?
- Is your **job advert or recruitment partner** consistent with your brand tone and inclusive language?

8

Onboarding and Integration Plan

- Have an **onboarding plan** ready once a candidate accepts.
- Assign **mentors or buddies.**
- Ensure equipment, accounts, and workspace are **prepared before the start date.**

If you want further support on how you can kick off your own recruitment process, visit our [website](#) for lots of tips and tools on our [resources](#) page.

Or, contact us directly for no obligation advice.



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