



How to Recruit

..successfully
Tips for Organisations
Tom Vovers
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"Lucky me, to have bumped into an intelligent, friendly rattler with a wonderful sense of humor."

Successful Recruitment

- 1 Think First
- 2 Job Description
- 3 Process
- 4 Selection
- 5 Offering

“Often the best solution to a management problem is the right person”
- Edwin Booz

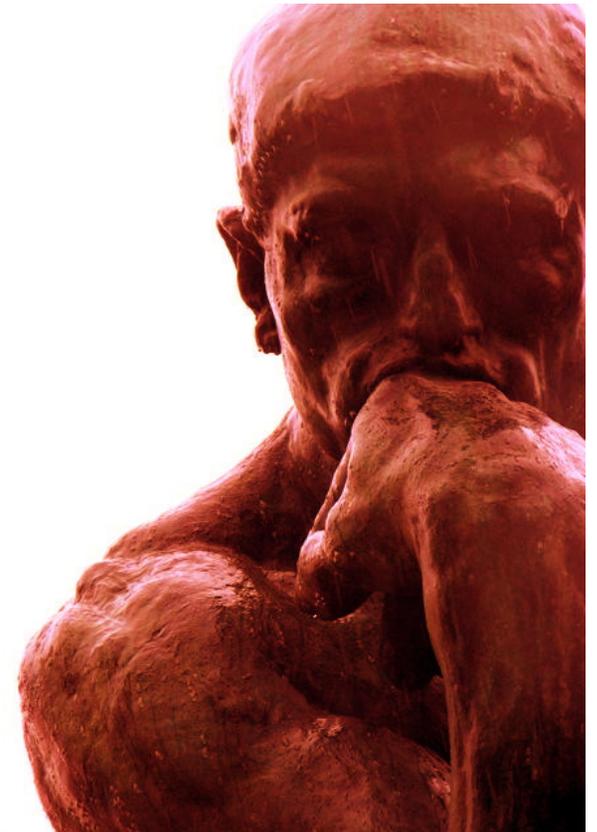
Get Involved!



Think First

1

- Company plan
- Set Goals
- Identify Need
- Re-organise?
- Outsource?
- Plan Recruitment



Job Description

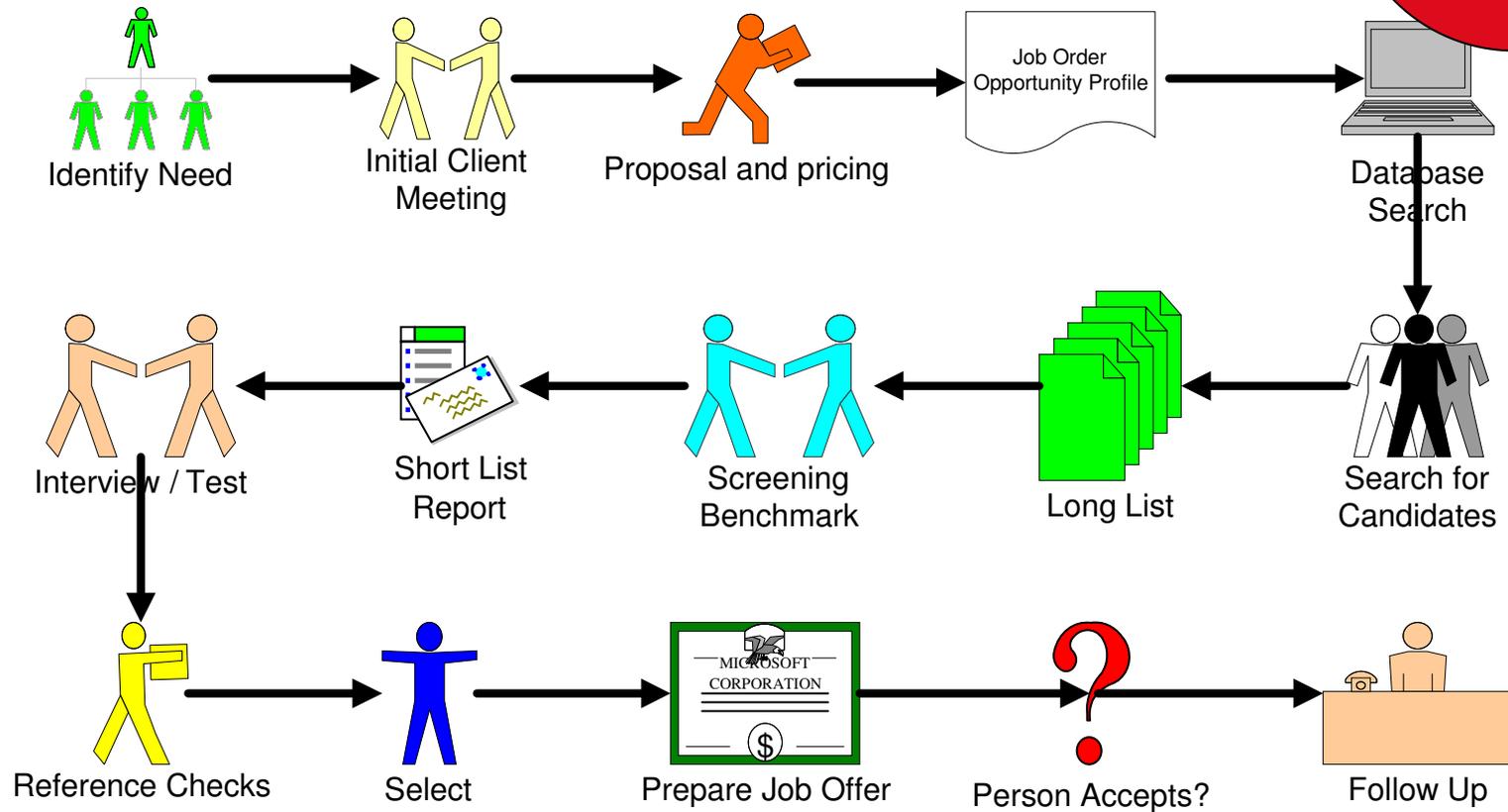
2



- Purpose
- Environment
- Job Responsibilities
- Person Specifications
- Salary / Contract

Search Process

3



Selection Criteria

4



- Education
- Experience
- Passion
- Drive
- Fit

“Equal Weight to
these five Criteria”



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Offering

5



- Quickly
- Clearly
- In writing

Summary

1. Be concise on needs
2. Be decisive on candidates
3. Search is not sift
4. Make job offers quickly and clearly and in writing



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