

THE HOW TO GUIDE TO T.A.R.S. TALENT ACQUISITION & RETENTION STRATEGY

HIRING RIGHT
FIRST TIME



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TRAINING & DEVELOPMENT BECAUSE IT COSTS
LESS TO RETAIN THAN GAIN TOP TALENT

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INTRODUCTION

Every business starts with the basic objective of first becoming operational and surviving and then moving through into a position of thriving as a desirable, sustainable, and resilient entity.

If the business intends to be an employing entity the leaders must ensure they have well-designed recruiting processes, practices, and policies in place as critical components of its talent acquisition and retention strategy (TARS) of which there are 11 components in all.

Hiring the right people is a critical component of any successful business's talent acquisition and retention strategy.

INTRODUCTION

Making the wrong hiring decision can lead to various negative consequences, such as reduced productivity, revenue losses, and even the loss of valuable talent.

To avoid these outcomes, it's essential to follow a structured hiring process that involves careful planning, advertising, screening, interviewing, and hiring.

CHAPTER 1

Recruiting is a drain on every business's resources unless it is done right first time

HIRING RIGHT FIRST TIME

Recruiting can be a costly and time-consuming process. However, it's important to note that recruiting is a crucial aspect of any business, as it directly impacts the quality of employees and ultimately, the success of the company.

While it may be tempting to cut corners or rush through the recruiting process to save time and resources, this can often lead to costly mistakes in the long run. For example, hiring the wrong person can lead to a decrease in productivity, increased turnover rates, and potential legal issues.

CHAPTER 1

HIRING RIGHT FIRST TIME

To ensure that recruiting is done right the first time, businesses can take a number of steps. This includes creating clear job descriptions and requirements, conducting thorough interviews, and checking references and backgrounds. It's also important to have a well-defined hiring process in place, with clear roles and responsibilities for everyone involved.

By investing time and resources in the recruiting process and making sure it's done right the first time, businesses can save money and avoid costly mistakes in the long run.

CHAPTER 2

81% of new hires fail so how do we get started and not become a statistic

PLANNING

Planning is the first of five towards hiring right first time.

Hiring right first time involves identifying:

- WHO YOU ARE LOOKING FOR
i.e. the skills, experience, and personal attributes required for the role

By identifying who you are looking for, the required skills and experience, and personal attributes that necessary for the role, you can create a job description that accurately reflects the role's requirements and attract the right candidates

CHAPTER 2

PLANNING

reducing the risk of hiring the wrong person.

- **WHERE YOU WILL FIND THEM**

what mediums do they prefer and how can you cut through the noise through the noise

Determining where to find potential candidates is essential, as it allows you to target your recruitment efforts effectively. Knowing what mediums candidates prefer and how to cut through the noise can help to ensure that your job postings reach the right people and are not lost in a sea of other job listings.

CHAPTER 2

PLANNING

- WHAT DO YOU OFFER

having a clear understanding of what your company can offer to a potential new hire allows you to effectively communicate this.

By considering these factors during the planning stage, you can lay the groundwork for a successful hiring process.

CHAPTER 3

There is an art and strategic guile involved in sourcing & advertising for new hires

SOURCING & ADVERTISING

Getting the word out that you're hiring is critical to finding the right candidates. The more channels you use to promote your job openings, the greater the pool of potential candidates you'll have to choose from. It's important to carefully strategize your approach and consider factors like where to advertise, what message to use, and how often to promote your job openings.

Tips for effectively promoting your job openings include:

CHAPTER 3

SOURCING & ADVERTISING

- **Use a variety of channels:** In addition to traditional job boards and online job postings, consider social media, employee referrals, and industry-specific networks.
- **Craft a compelling message:** Your job posting should be clear and concise, but also engaging and descriptive enough to stand out from other job listings.
- **Consider timing and frequency:** adjusting both to your audience and its appetite to absorb your message.

CHAPTER 3

SOURCING & ADVERTISING

- **Leverage your current employees:** They can be a powerful resource for finding new hires. Encourage them to share job postings on social media and to refer qualified candidates.
- **Leverage your employer branding:** A strong employer brand can help attract top talent and make the job more appealing.
- **Track your results** :and adjust your approach as needed.

CHAPTER 4

Most costs for recruiting are not identified in a business's profit and loss

SCREENING

Traditionally, businesses have hired based on skills alone, often overlooking the importance of cultural fit, personality traits, and other crucial factors that contribute to an employee's success in a role.

In modern times we now find it also important to be watchful for relevant transferable skills, indications of adaptability, and an appetite for potential growth within the role and the company (if this opportunity is available).

CHAPTER 5

Interviews should always be conducted by a trained interviewer

INTERVIEWING

Structured and uniform interviews are critical to ensuring all candidates are evaluated based on the same criteria and to provide consistency in the hiring process. This means that every candidate should be asked the same set of questions and evaluated using the same rating scale. This approach helps to eliminate bias and ensures all candidates are evaluated based on their qualifications and suitability for the role.

At the same time, interviews should also be relaxed to promote

CHAPTER 5

INTERVIEWING

comfortable and open, honest communication. Candidates who feel comfortable and at ease during the interview process are more likely to provide genuine and insightful responses, which can help you gain a better understanding of their skills, experience, and fit for the role.

Some tips for conducting effective, relaxed interviews include:

- **Starting with an icebreaker:**
This can help put candidates at ease and create a more relaxed atmosphere.

CHAPTER 5

INTERVIEWING

- **Be friendly and approachable:** As an interviewer, it's important to be friendly, approachable, and non-judgmental. This can help put candidates at ease and encourage open communication.
- **Ask open-ended questions:** These encourage candidates to provide more detailed and thoughtful responses and can help you gain a better understanding of their skills and experience.
- **Listen actively:** Pay attention and ask follow-up questions to clarify any points of confusion.

CHAPTER 5

INTERVIEWING

- **Provide feedback:** Providing feedback to candidates can help them understand where they are in the hiring process and what they can do to improve their chances of getting the job.

CHAPTER 6

Hiring is not simply saying "You've got the job."

HIRING

Hiring is a complex process that involves several steps beyond just offering someone the job. It may involve conducting background checks, reference checks, and skills assessments to ensure that the candidate is qualified and trustworthy.

Once the right candidate has been identified, it is important to negotiate the terms of employment, such as salary, benefits, and start date.

CHAPTER 7

The 3 onboarding stages, pre-boarding, active onboarding, and offboarding

PRE-BOARDING

Onboarding is the process of integrating new employees into an organisation and helping them become productive members of the team and there are generally three stages of onboarding: pre-boarding, active onboarding, and offboarding.

Pre-boarding is the stage that occurs before the new employee officially starts their job. This stage is crucial for setting expectations, preparing the employee for their new role, and helping them feel welcome before they even walk through the door.

CHAPTER 7

There are 4 key elements to pre-boarding:

New hire nurturing:

Until a new hire presents for their first day of employment, they are not yet fully secured. It is not uncommon for candidates to receive counter-offers from their current employer or to experience unforeseen personal circumstances that could impact their decision to accept a job offer. This makes it important to nurture the candidate's excitement about joining the company and make them feel valued even before their first day of work.

CHAPTER 7

One effective way to do this is by sending a card, team video, or a small gift to the candidate after the offer has been accepted. This gesture not only helps to build excitement and anticipation for the new role but also demonstrates the company's commitment to making the new hire feel welcome and valued.

Sending a card or video that highlights the company culture, mission, and values can also help to reinforce the candidate's decision to join the company. This can help to create a sense of belonging and increase the likelihood that the new hire will feel invested in the company and its success.

CHAPTER 7

Taking steps to nurture the candidate's excitement about the new role and make them feel valued from the start can help to increase the likelihood that they will stay committed to the organisation and be a productive, engaged employee from day one.

New hire buddy programme

Starting a new job can be an exciting but also challenging experience. New hires may feel overwhelmed by the steep learning curve and the need to establish new relationships with colleagues and managers. In order to help new hires navigate this transition, many companies have implemented a "buddy" program.

CHAPTER 7

A buddy is typically an experienced employee who is assigned to the new hire and serves as a mentor and support system during their onboarding process.

New hire workspace

To ensure that your new hire feels welcomed and valued, it is important to prepare their workspace and provide all the necessary tools and resources they will need to get started.

Additionally, it is crucial to prepare the team and encourage them to offer a warm, intentional, and friendly meet and greet.

CHAPTER 8

The recruitment process is often not a favorite among many business leaders.

RECRUITING PITFALS

Although business leaders understand the importance of having strong recruiting processes, many of them have a strong aversion or even contempt towards it. This can lead to taking shortcuts, making panicked decisions, and missing valuable opportunities, which can result in negative outcomes such as prolonged recruitment processes, higher hiring costs, and even losing valuable existing talent. These consequences can be

CHAPTER 8

RECRUITING PITFALS

particularly detrimental in today's competitive job market.

Despite the potential consequences, some business leaders may choose to cut corners or rush the hiring process due to their dislike for it. This can result in making hasty decisions without considering all the factors, which can lead to hiring the wrong candidate or missing out on an excellent one.

In addition to these problems, business leaders may not recognise the impact that their negative attitude

CHAPTER 8

RECRUITING PITFALS

towards recruitment can have on their team and the company culture. It can create a sense of disengagement among employees, who may feel undervalued or unappreciated, and lead to higher turnover rates.

It is essential for business leaders to recognise the importance of effective recruiting processes and work to overcome their aversion towards it. By investing time and resources in recruitment, leaders can ensure they attract and retain the best talent for their organisations, leading to long-term success and growth.

WOULD YOU LIKE OUR HELP?

We are always here for you so we invite you to 'experience the effect' today.

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