



THE SUITE

FOR PEOPLE AND BUSINESS

Stage 2 Recruitment

FROM
THE HR SUITE

Fact Sheet

What is recruitment?

Recruitment is concerned with seeking out, attracting & hiring suitable candidates for a certain job/role. It's essential for companies to recruit the right person for the role in order for goals to be achieved. These individuals need to have the necessary skills and capabilities to carry their role.

All management involved in the recruitment process must have the appropriate knowledge in order to make the recruitment as efficient and fair as possible. The recruitment process will vary from company to company depending on the size of the company and resources available to them.

Internal Recruitment

Recruiting staff internally can be very beneficial to existing staff. This is because it provides further opportunities for growth within the business which in return boosts staff morale and supports succession planning.

External Recruitment

There are a number of ways to attract potential candidates externally. These include using the employer's website, recruitment agencies & social media networking sites like LinkedIn (this will vary depending on the type of job and seniority level).

Other effective methods of external recruitment include advertising with universities/colleges, posting adverts with local job centres. In order to reach a wider audience, it is recommended to use multiple outreach methods as this will widen the audience and improve the talent pool.

It's vital that employers pay close attention to their online employer brand as most candidates will expect to be able to apply for job online. Therefore, a company's online presence has never been more important.

Stages of the Recruitment Process

Job Description

The job description explains to potential candidates the detailed job requirements such as responsibilities and objectives of the role. It helps the recruitment process by providing a clear overview of the role for all involved. It can also provide clarity during induction and later, on performance and objectives.

Person Specification

The person specification states the essential criteria for selection. includes the necessary characteristics a candidate must possess in order to be recruited. The characteristics required should be clear, attainable and fair.

Job Application Form

The job application form is essential as it is used to eliminate unsuitable candidates. It gives employers an introduction into the applicants work history and allows them to better select the most suitable candidates.

Offer Letter

Normally, once the job offer has been made informally either through phone or email, the successful applicant will receive an offer letter. This should contain details such as their new job title, expected salary, leave option, and management structure. This letter needs to be signed either physically on paper or through an E-Signature.

Regret after Interview Email

This formal email should be sent to the job candidates who were unsuccessful and were not chosen for their desired role. While this step is not necessary it is important for employer branding & to improve the candidates overall experience.

List of Documents

Please see accompanying documentation for each of the below stages. Please note this can be changed and tailored to suit the company requirements.

Job Description

| | |
|--------------------------|---|
| Job Title: | Job Title |
| Job Category: | Job Category |
| Department/Group: | Department/Group |
| Job Code/ Req#: | Job Code/ Req# |
| Location: | Location |
| Travel Required: | Travel Required |
| Level/Salary Range: | Level/Salary Range |
| Position Type: | Position Type (i.e.: full-time, part-time, job share, contract, intern) |
| HR Contact: | HR Contact |
| Date Posted: | Date Posted |
| Will Train Applicant(s): | Will Train Applicant(s) |
| Posting Expires: | Posting Expires |
| External Posting URL: | External Posting URL |
| Internal Posting URL: | Internal Posting URL |

Applications Accepted by

| | |
|------------------------------|-------------------|
| Fax or Email | Mail |
| Fax Number or Email Address: | Name |
| Subject Line: | Company Name |
| | Address |
| | City, St ZIP Code |

List of Documents

Job Description

Role and Responsibilities

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

- List bullet 1
- List bullet 2

Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, the numbered paragraphs below use the List Number style.

- 1.List number 1
- 2.List number 2

Qualifications and Education Requirements

Preferred Skills

Additional Notes

| | | | |
|------------------------|-------------|------------------|------------------|
| Reviewed By | Name | Date | Date |
| Approved By | Name | Date | Date |
| Last Updated By | Name | Date/Time | Date/Time |

List of Documents

Person Specification

| Attributes | Essential | Desireable | How Assessed? |
|---------------------------------|-----------|------------|---------------|
| General | | | |
| Qualifications and Training | | | |
| Experience | | | |
| Knowledge, skills and abilities | | | |
| Personal Qualities | | | |

List of Documents

Job Application Form

[Company Name / Logo]

[Street] Phone: (000-000-0000)
[City, St Zip] Fax: (000-000-0000)

Job Application

| Personal Information | | | | | |
|---|--|-------------------------|---|----------------|--|
| First | | Last | | Middle | |
| Street Address | | City | | St | Zip |
| Phone # Home | | Phone # Office | | Phone # Cell | |
| Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, Date of Birth |
| Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, please explain: | | |
| Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| What position are you applying for? | | | Have you ever been a sales rep, part time? | | |
| Expected Start Date | | Expected Weekly Hourage | | Current Salary | |
| Prior Work Experience | | | | | |
| | Current or Most Recent | | Prior | | Prior |
| Employer | | | | | |
| Address | | | | | |
| Phone | | | | | |
| Name of Immediate Supervisor | | | | | |
| Position/Job Title | | | | | |
| Dates of Employment | From | To | From | To | From |
| Pay | | | | | |
| Reason for Leaving | | | | | |
| May We Contact? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Education | | | | | |
| | Name/Location | | Last Year Completed | | Major or Emphasis |
| High School | | | 9 10 11 12 | | |
| College/University | | | 1 2 3 4 | | |
| Trade School | | | | | |
| Other | | | | | |
| List any applicable special skills, training or proficiencies. | | | | | |
| Declaration: By signing, I hereby certify that the above information is true to the best of my knowledge, conscience, and belief and that I am fully aware of this information and agree to use it only for the purpose for which it is used. I also understand that I am responsible for the accuracy of the information provided. | | | Signature | | Date |

List of Documents

Offer Letter

Private & Confidential

INSERT NAME,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT EMAIL ADDRESS IF SENDING VIA EMAIL

Delivered via registered post/ordinary post/email/hand

INSERT DATE

Re: Offer of Employment

Dear INSERT NAME,
Further to your recent interview for INSERT REGISTERED BUSINESS NAME T/A INSERT NAME whose registered company address is at INSERT ADDRESS I am pleased to offer you the position of INSERT TITLE.

The details of the offer are as follows:

Job Title: INSERT TITLE

All employees are required to be totally flexible in terms of job functions and while certain employees will have specific expertise in one particular area, they will be willing to move around and help out whenever the demand arises. This flexibility may extend to working hours and rostering depending on business requirements.

You will be given a full job description enclosed with your contract of employment.

Start Date:

INSERT START DATE

List of Documents

Hours Of Work:

Based on a INSERT NUMBER HERE hour working week

You may be required to work reasonable additional hours as and when requested.

Location:

INSERT ADDRESS

However you may be required to attend training courses or do other relevant work at alternative Company locations as required in line with business requirements.

Rate of Pay

Your basic hourly rate of pay will be €INSERT RATE PER HOUR paid to you in arrears on a weekly basis directly into your bank account.

Contract:

Permanent / Fixed Term / Specific Purpose

Probation:

Standard 11/9/6 month probation period

During such probationary period your employment will be terminable on a shorter period of notice.

Please note that it is a requirement within this offer that you will be required to participate in external and/or internal training which is subject to terms and conditions.

It is a condition of this offer that:

- you are legally entitled to work in the jurisdiction;
- your references are satisfactory to the Company;
- you supply certification to prove that your qualifications are as stated in your application, and
- if required, you are certified as fit for work following a full medical examination to be carried out by a medical practitioner selected and paid for by the Company.

List of Documents

All offers are subject to receipt of two satisfactory, positive references whereby the Company reserves the right to review information available online and confer with industry contacts including your current reference. Please be advised that this offer is dependent on a satisfactory reference from your current employer, I would appreciate it if you could notify me of when I can contact your current employer.

Please see below confirmation section which you can sign and return to me directly should you accept the above terms and conditions of employment. Please note that this offer is not binding until signed agreements have been exchanged by both parties.

Once you are happy to accept the position we will forward your contract of employment and a copy of the Company Handbook.

Please see below confirmation section which you can sign and return to me directly should you accept the above offer of employment.

We look forward to working with you and are happy to answer any questions you may have about the position.

Yours sincerely,

INSERT NAME

INSERT TITLE

On behalf of INSERT REGISTERED BUSINESS NAME

I, _____, confirm that I accept the above offer of employment.

Signed:

Date:

List of Documents

Regret After Interview Email

Dear **INSERT NAME**,

I refer to your recent interview of **INSERT JOB TITLE** with **INSERT COMPANY NAME** and regret to inform you that, on this occasion, you were not successful with your application.

It was, however, an extremely difficult decision to make as the calibre of interviewees was very high and as a result I would, with your permission, like to retain your application on file for 12 months. In the event that a suitable vacancy occurs in the future I will contact you again to establish if you are still available and would be interested in knowing further details.

In the meantime, may I take this opportunity to thank you for the interest you have shown in the Company and wish you every success in finding a suitable position.

Kind Regards,

Insert Name

The Recruitment Team

We Are an Equal Opportunities Employer.