

RECRUITMENT TIPS

Find the right people.
Build a stronger team.



Great hiring starts with a clear plan and ends with a great team member.



1



DEFINE THE ROLE CLEARLY

Write a clear job description with key responsibilities, required skills and the impact of the role.

2



KNOW YOUR IDEAL CANDIDATE

Identify the skills, experience and values you need. Focus on potential, not just experience.

3



ADVERTISE SMARTER

Post your vacancy on the right job boards and your website. Use clear, engaging and inclusive language.

4



SCREEN EFFECTIVELY

Review applications carefully and use phone or video screens to shortlist the best candidates.

5



ASK THE RIGHT QUESTIONS

Use structured interview questions to assess skills, problem-solving and cultural fit, not just experience.

6



ASSESS SKILLS AND CULTURE FIT

Use practical tests or assessments where relevant and make sure candidates align with your values.

7



CHECK REFERENCES

Speak to past employers to verify experience, strengths and reliability. It helps you make a confident decision.

8



MAKE A STRONG OFFER

Offer a competitive package and clearly communicate the value of working with your organisation.

9



CREATE A POSITIVE CANDIDATE EXPERIENCE

Be responsive, respectful and keep candidates updated throughout the process. It reflects your brand.

10



ONBOARD EFFECTIVELY

Start with a structured onboarding process. Help new hires feel welcome, supported and prepared.

11



CONTINUOUSLY IMPROVE

Review your hiring process regularly. Learn what works and make improvements where needed.

12



BUILD A TALENT PIPELINE

Stay connected with great people. Build relationships so you have the right talent ready for future roles.

EXTRA TIPS FOR HIRING SUCCESS



BE CONSISTENT

Use the same process and criteria for every candidate to ensure fair decisions.



SELL THE OPPORTUNITY

Highlight growth, purpose and your company culture. Great candidates evaluate you too.



FOCUS ON DIVERSITY

Build diverse teams that bring different perspectives and drive better results.



LISTEN TO FEEDBACK

Involve your team in the process and listen to their input and observations.



KEEP IT LEGAL

Follow employment laws and data privacy rules at every step of the hiring process.



The right hire can transform your team and your business.
Hire smart. Build better. Grow together.

