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|  | You need to plan your workforce needs to understand what type of person you are looking for |
|  | Think of the team members that bets meet you current brief, understand why they work for you and what they bring this will help you understand what type of person you need. |
|  | Now you know what your best potential applicant might look like, target the places you might find them |
|  | Talk to you team about where you might find the people you are looking for. |
|  | Think about how you reach people, you may get a lot of interest from job boards, but how many of them convert to long term workers. |
|  | Think about where you great staff members live and target those areas. |
|  | Remember just because someone show an interest in the job, it’s a long way to the start date, on average on starter can be the result of talking to 100 interested people. |
|  | Don’t put up barrier to the applicants, think about what you need from them and when and plan the applicating so that everyone can follow the plan. |
|  | Keep talking to applicant let them know things about your organisation, make sure they are looking forward to meeting you and the interview. Remind them that they have to choose you as much as you have to choose them. |
|  | Think about what you are looking for and ensure it reflects what the company needs at the time, know what values are important to you. |
|  | What is important to you about the new team members. |
|  | Think about the first day, you want people to be keen to start and go home after the first day saying it’s the best place to work, call people before the start, make sure they know what to expect from their first day, send them information about the company while they are waiting to start, you could even help them understand the induction they will have to do. |
|  | Triangulated approach to staffing decisions |
|  | Know what your for ….. And make sure they know why they have been chosen. |
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