



Hiring Staff to Grow Your Business

Karen Aldridge

HRCOACH
people•perform•profit

Agenda



- ✓ When to Hire
- ✓ Determining what the needs of your business are
- ✓ How to Hire an Asset NOT a headache



Preparing to Recruit



- ✓ Assess your needs
- ✓ Review your budget & long term needs of the business
- ✓ Other Considerations

Identifying What Staff You Need



- ✓ Determine what you need in your business
 - ✓ Clarify expectations (before you start recruiting)
 - ✓ Opportunity for branding
 - ✓ Assess for Skills, Knowledge and Attitude!
- ✓ How will you find your new team member?

Tips

Job Descriptions & Interview Guides help you through the process

Don't forget to assess for attitude



How to Recruit Well



- ✓ The Foundation of Recruiting
 - ✓ Process you follow (what you do)
 - ✓ Relationships you build (how you do it)
- ✓ Be clear about what you want & need (skills, experience, attitude)
- ✓ If you have not recruited before, GET HELP!



Benefits of Effective Recruitment



- ✓ Improved financial performance
- ✓ Cohesive workforce
- ✓ Effective risk management
- ✓ Stronger productivity
- ✓ Competitive advantage in the marketplace





Tips:

Have simple processes that everyone understands!

From policies to workplace forms



Keep it Simple





What Do You Need to DO?



- ✓ Ensure your business is sustainable and can support the ongoing cost of a staff member
- ✓ Define clear roles & responsibilities (remembering your role)
- ✓ Create (& follow) your Procedures
- ✓ Recruit the right people
- ✓ Review performance in first 6 & 12 months and ongoing.
- ✓ If you need assistance call me.