



Nottingham Trent
University

Employer Toolkits

Top Tips

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Select



1. Sell your business

Make your selection process clear, concise, and tailored to the sort of applicant you want to apply. Remember that high -quality applicants will usually have options and will be looking out for a business which they believe to be a good fit for them – take advantage of opportunities to make sure your business stands out throughout the selection process. Only select on skills required.

2. Give your candidate plenty of time to prepare

Try to book interview dates and assessments with sufficient notice. If a candidate cannot attend for a good reason, try to leave yourself an alternative date to accommodate them.

3. Offer candidate coaching and guidance throughout process

Some students and graduates may have never been through a formal selection process before, and may not have networks they can ask for guidance from.

4. Be aware of over complicating the selection process

Only add in assessments, work -based tasks, or presentations if they are relevant to the role and will add value to the process.

5. Incorporate strengths-based recruitment methods

Whilst useful for assessing existing experience and skills, competency based recruitment has its limitations. Less students and graduates than ever have had formal work experience, so assessing suitability based on previous experience instantly puts some candidates at a disadvantage. Using a strengths based approach allows you to identify a candidate's motivation and potential. You could start by adding some strengths based interview questions, and even explore adding behaviour based psychometrics which increase objectivity, reduce bias, and measure potential.

6. Be aware of unconscious bias

Attitudinal, gender, social, educational and racial similarity may lead you to give higher ratings to candidates who are like you and not those who are best suited to the role. Be sure to eliminate all bias during the recruitment process by having a blind recruitment process, and a diverse shortlisting team and interviewing panel. Keep the same panel for fairness.

This can be tricky if you do not have a particularly diverse team, but think broadly about what diversity means. This can be a range of characteristics including different genders, races, sexual-orientation, socio-economic backgrounds, disabilities or neurodiversity.

7. Follow your process - but allow room for adjustments

Aim to follow the defined processes that you have planned to ensure you are fair to all candidates. However, reasonable adjustments can help you to see the full potential of a candidate whose performance may otherwise have been impaired.

8. Application process

Think about how you interview. Can it be online? If the interviewee needs to commute to you, can you promote more sustainable travelling method by providing bus/tram/train/cycle route from where they live? When reviewing applications, consider not printing out CV's.

9. Interview questions

Make sure you ask open ended questions such as 'What? When? Tell me...' this will avoid yes/ no answers. Be prepared to answer your candidates' questions - some of them may be relating to sustainability and equality, diversity and inclusion (EDI). This is a great opportunity for you to be transparent about what sustainability and EDI goals you already have in place.

10. Feedback

If you can, try and give feedback to students and graduates who apply for your roles. It is understandable you may have lots of applications so needs to be realistic. However, this feedback on how they have performed at interview or during the selection process will be invaluable and support them in their future job search. It will also set you aside from the competition and ensure a positive experience for the students where they might apply to you later down the line.

11. Make offers quickly

Try to make offers of employment as soon as possible - good candidates will often have other interviews and job offers, and you may lose them if you delay too long. Keeping up the momentum is vital when going through a selection and offer process. Keep your contacts up to date with progress When working with a university, keep your internal contact up to date. This will enable them to offer support, add value to the process, and encourage them to strongly promote future opportunities with your business. Provide feedback which will help them guide future students and improve their services.

12. Capture and monitor diversity data and explain why you ask for this

Ensure you are capturing data in relation to diversity statistics and assessing performance across the various stages of your recruitment process.