

# Selecting Talent Top Tips

## **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.

## **Consider competencies**

Think carefully about the competencies you are seeking for the vacancy. When screening CVs and thinking of evidence provided at interview, a pre-devised competency scoring framework will allow you to create a shortlist quickly and efficiently.

## **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**

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.

## **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 diverse shortlisting and interviewing panel.

## **Check candidates against the job role – not each other!**

During the interview process, be sure to check candidates against the criteria for the role and not the other applicants they are up against.

## **Follow your process - but allow room for manoeuvre**

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.

## **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.

## **Take ownership**

Having each department taking responsibility for their own hiring is a good idea; it is a great way of sharing ideas, discussing staffing requirements, and thinking proactively about which roles require filling.

