

# Top tips for selecting talent

1

## Give your candidate plenty of time to prepare

Try and 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.

2

## Consider your competencies

Give careful consideration of 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 quickly and efficiently gauge a shortlist.

3

## Sell your business

Make your advert clear, concise and tailored to the sort of applicant you want to attract.

Remember that high-quality applicants will usually have options- take the chance to make your business stand out throughout the attraction and selection process.

4

## 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.

5

## 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 applicants they are up against.

6

## 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 eg candidates with learning difficulties.

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## Make offers quickly

Try and make offers of employment as soon as possible - good candidates will potentially have other interviews and you may lose them if you delay too long. Momentum is key when going through a selection and offer process.

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## Keep your contacts up to date with progress

When working with a university, keep your contact up to date. This will allow 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 their students and improve their services.

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## Take ownership

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