



CAPITAL PEOPLE

# Recruitment Essentials

---

In association with



CAPITAL LAW

---

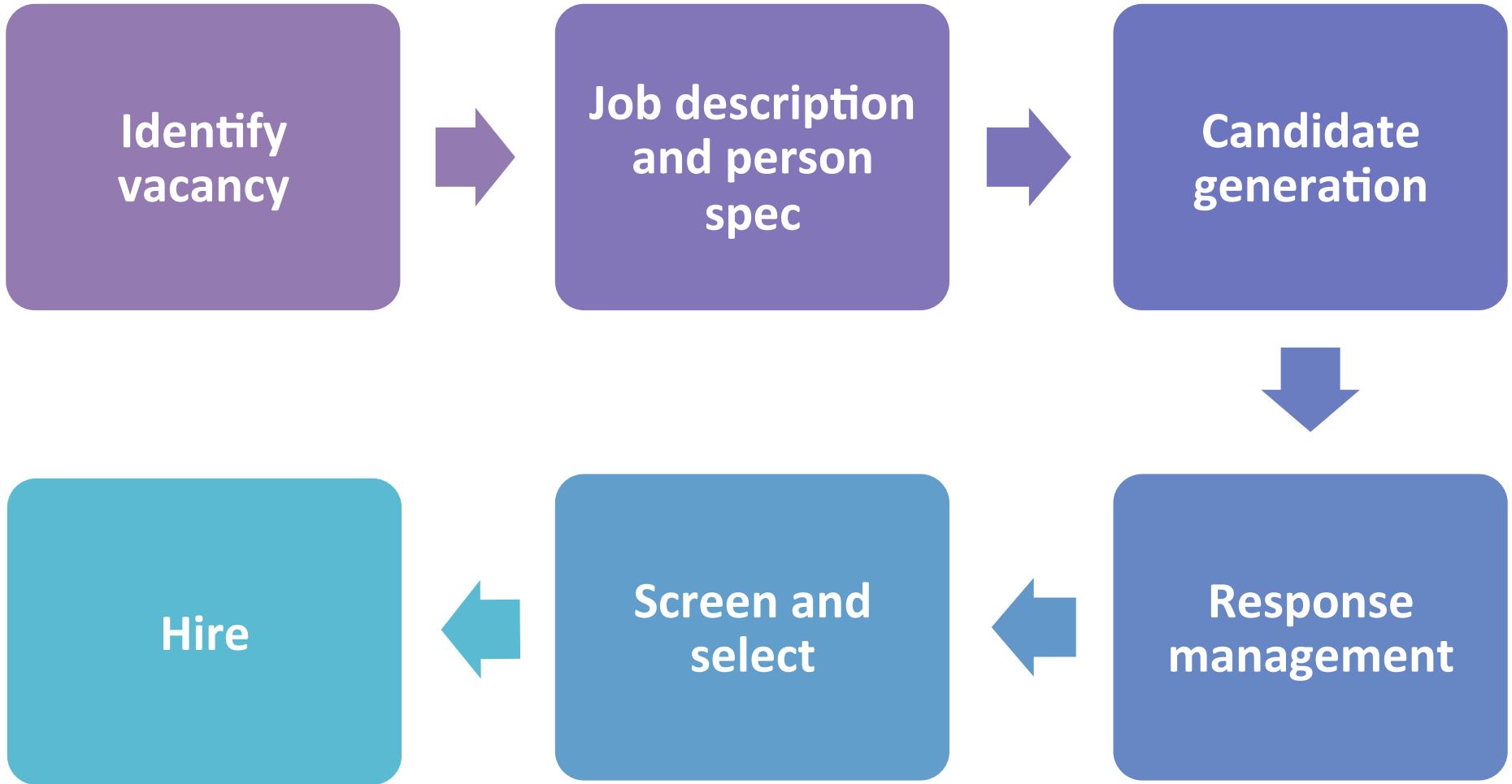
# Recruitment – a definition

---

Recruitment is the process of having the right person, in the right place, at the right time.

Typically looks like this....

---



# Avoiding Discrimination – the Equality Act 2010

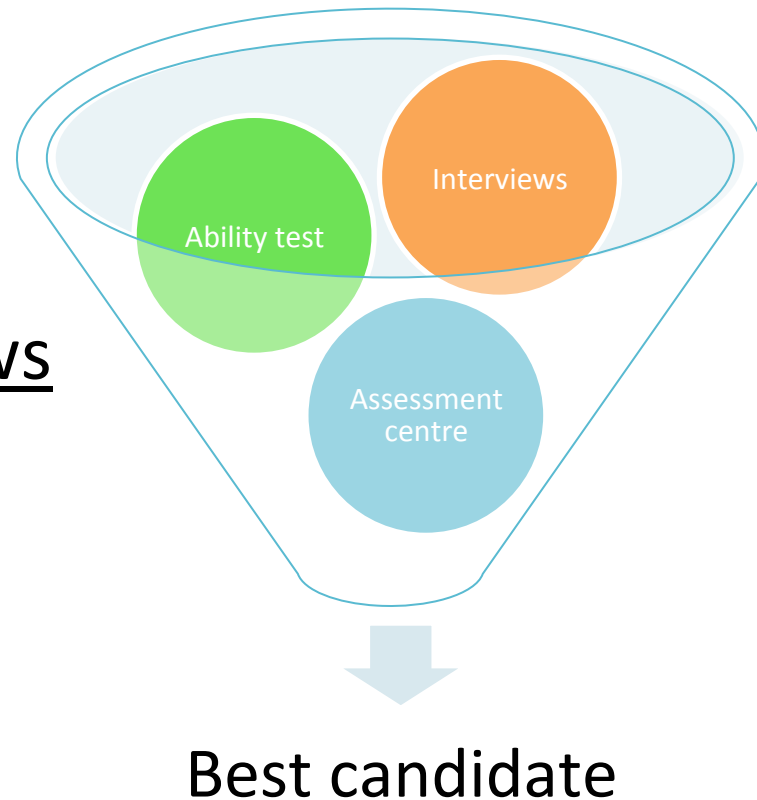
---

- Outlaws discrimination and harassment in relation to nine specific "**protected characteristics**":
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race
  - Religion or belief
  - Sex
  - Sexual orientation
- Discrimination, victimisation and harassment in recruitment are covered in *sections 39* and *40* of the Equality Act 2010.

# Selection tools available

---

- **Interviewing**
  - Face to Face
  - Telephone
  - Skype
- **Competency Interviews**
- **Assessment Centres**
- **Presentations**
- **Psychometric Testing**
- **Practical Tests**
- **Referencing**
  - Formal and informal



# Interviewing

---



# Feedback

---

- Can be written or oral
- Delivered sensitively
- Objective
- Prompt



# Referencing

---

- Make an offer dependant on references
- If you receive a problematic reference you can only terminate if the contract allows for it, otherwise you may need to give notice
  - Offer “subject to the receipt of references satisfactory to us”



# Induction

---

Begins at job advert stage

- 1:1s with key people
- Line manager / supervisor
- Senior managers
- Mentor / buddy



Day 1....Week 1....Month 1 ~ targets / objectives / KPIs

Eg 1<sup>st</sup> anniversary = buy cakes!



CAPITAL PEOPLE

Let's Look at Leadership

---

In association with



CAPITAL LAW

---

# Job Description: Leader

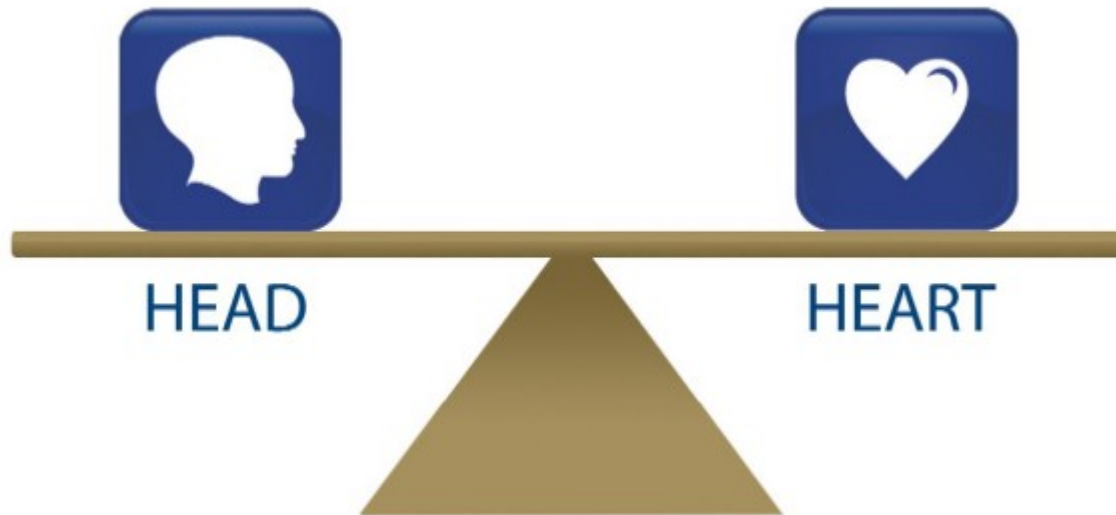
---

- Delegating
- Mediating
- Problem solving
- Communicating
- Role modelling
- Influencing
- Listening
- Collaborating
- Asserting
- Using emotion intelligently
- Inspiring
- Motivating
- Challenging

# Knowing ourselves

---

***"To handle yourself, use your head. To handle others, use your heart." Eleanor Roosevelt***



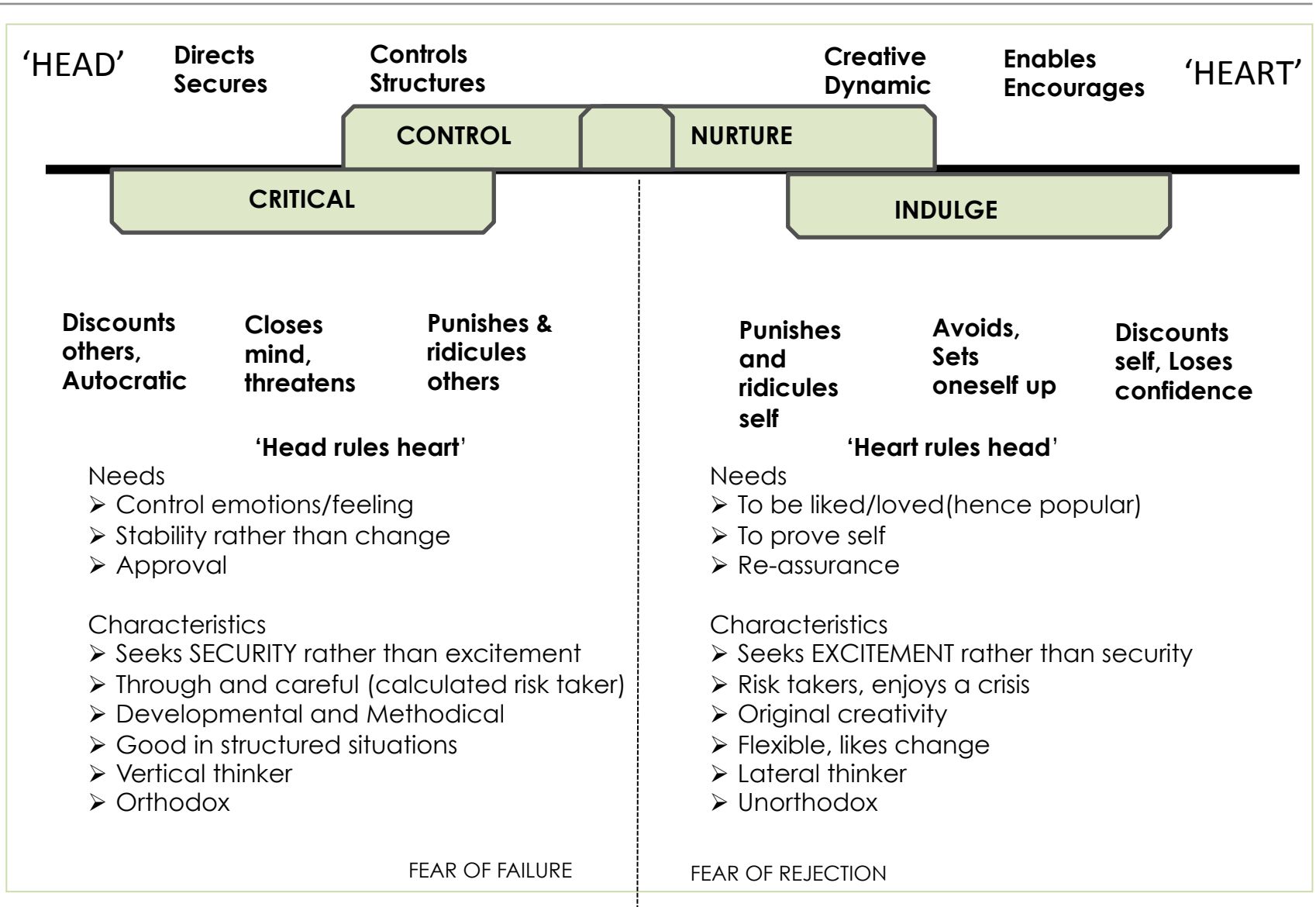
# Do you lead with your.....

Head	Heart
I need to know what everyone in my team is working on	I like people I work with to like me
I prefer to set clear tasks and deadlines for individuals to work towards	I enjoy being supportive and helpful to others
It's crucial that individuals are held to account for reaching deadlines	People need a sense of purpose and then should be trusted to get on with things
Tasks must be completed effectively and with efficiency	It is important to show sensitivity to the needs, wishes and wants of others
I get frustrated by errors and mistakes – if people are skilled and competent mistakes shouldn't happen	I prefer to look forward – mistakes lead to better results in the future
I like to feel confident and in control	I prefer to lead by example

# Are you more of a...

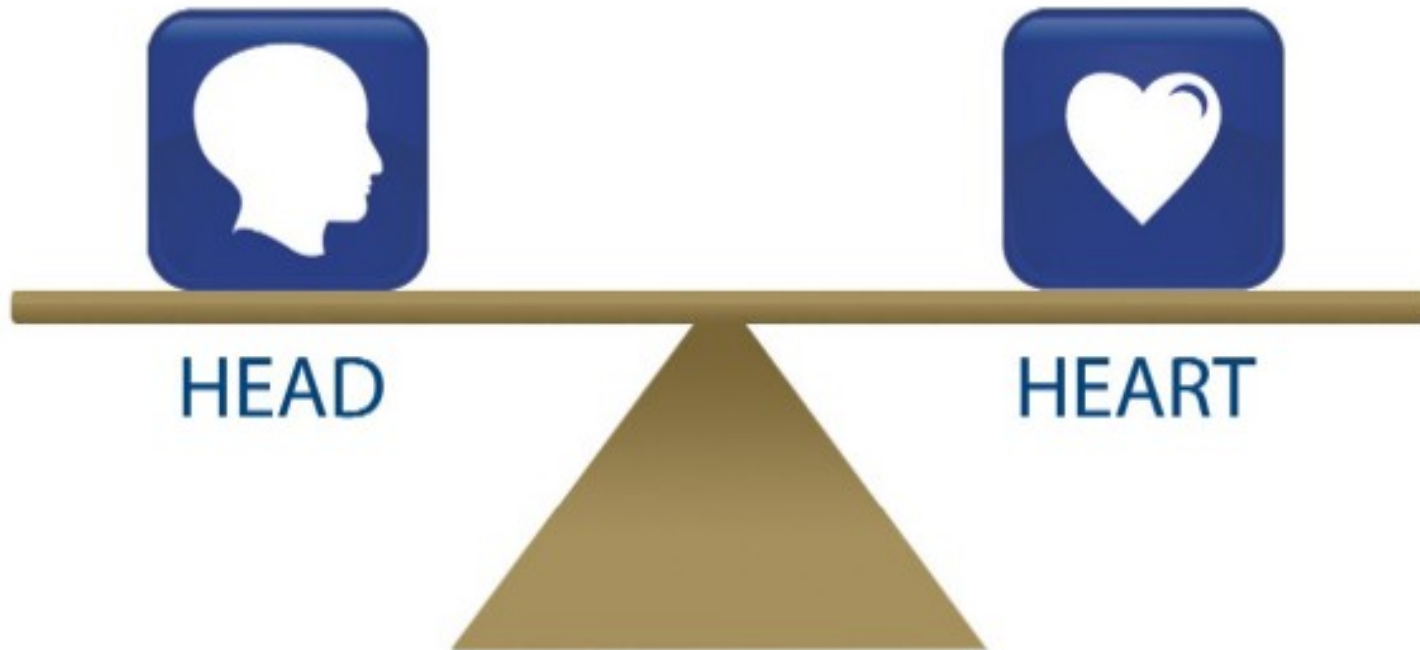
Head	Heart
Focused on business objectives to get things done	Focused on relationship with people to get things done
Creates action plans, systems and process to achieve goals	Give people a sense of purpose to achieve goals
Respect for authority and position	Invests time in building long term working relationships
Individuals are held accountable for reaching objectives and budget	Team is held accountable for reaching objectives and budget
Competence, capability, skills and knowledge lead to success	Initiative, ownership, development and trust lead to success
Picks up on the needs others	Direct and to the point
Stability, security, routine and a methodical approach gets results	Variety and frequently changing work environments keep people motivated

# Effective Leadership



# Achieving Balance

---







# CAPITAL PEOPLE

In association with



CAPITAL LAW

## Our Services

Accredited Community Governance Programmes Redundancy Programmes Commercial and Residential Development  
Venture Capital and Equity Investments Business Process Improvement Copyright and Design Rights Stakeholder and  
Reputation Management Executive Employment Terminations Planning Permission and Appeals Health and Safety  
Compliance Fraud and Asset Recovery Project Evaluation for Funding and Grant Aid Workforce Planning Corporate  
Health Standard Implementation Compulsory Purchase and Compensation Proactive Occupational Health Services  
Copyright Assignments Management Buy Outs and Buy Ins HR Support Accredited Community Governance Programmes  
International Transactions Community Leadership and Management Support Employment Tribunal Advocacy Workplace  
Noise Risk Assessment Sickness and Absence Management Group Reorganisations Creative Industries Bespoke Software  
Development Property Portfolio Management Mergers and Acquisitions Workforce Re-organisations Corporate  
Governance Recovery and Insolvency Health and Well Being at Work Commercial Contracts Waste Elimination Brand  
Protection Advising Landlords and Tenants Non-contentious Construction Contract Negotiations HR Policies & Procedures  
TUPE Transfers Fire Risk Assessments Reputation Management Method Statements Employment Contracts Inter-agency  
Development Development Finance Mediation Public Sector Property Advice Organisational Development Strategic  
Action Planning Corporate Structures Planning Agreements OHAS 18001 Intellectual Property COSHH Assessments  
Discrimination Law HR Improvement Strategies NEBOSH Training Change Management ISO 14001 Shareholder Disputes  
Compliance Audits Interim Management Due Diligence Unfair Dismissal Claims DSE Assessment Commercial Property  
Media Law Secured Lending Lean Operations IOSH Training Infrastructure Support Governance Reviews Talent  
Management Joint Ventures Probate Disputes Public Consultation Site Inspections Right to Buy Schemes Business Disputes  
Licensing Leadership Training Grievance Investigations Acquisitions Hosted Services Commercial Leases IT Training Risk  
Assessments Commissioning NVQ Training Industrial Relations CSR Audits Advocacy CIEH Training Injunctions