

HOW TO HIRE NOW

We've put together our **top tips** for hiring in this current candidate driven market.

officeangels
AN Adecco BRAND

Increase Your Chances of A Successful Hire.

Candidates are receiving multiple offers. Make no mistake - it is a candidate driven market - the candidates you select are all likely to be on other interviews. This means it is highly probable the candidates will receive multiple offers.

“To put it bluntly you are in a race to secure your desired candidate as soon as possible.”

1. Organise interviews ASAP, ideally within 48 hours of viewing a candidate's CV or intro video.
2. Keep your schedule tight between the first stage and final stage interviews.
3. During the interview process it is vital you relay the benefits of working for your company.
4. Make an offer quickly after the final stage interviews.

The Salary.

Salaries have risen in the last year so if you haven't reviewed the salary for the role recently – or if you are replacing someone who has been in the role for a long period – **your salary bracket may be out of date**. Talk to your local Consultant for **up to date salary bracket suggestions**.

There are good candidates in the market, but an appealing salary will secure the perfect candidate. It is paramount that companies such as yours **review, and if needs be, increase salaries in order to successfully attract candidates** and keep on top of the ever changing jobs market.



The Packages.

Candidates' motivations have changed in the last few years. Lifestyle is becoming more and more important to people and as such the benefits package you can offer may have a huge impact on whether a candidate will accept your offer over other companies.

The package could include holiday allowance, pension contribution, health insurance, wellness support, maternity and paternity benefits, community care, sustainability and incentives.

Remember to sell your company benefits in the interview – even the smallest ones which you may think are insignificant may be a deal maker for a candidate.



The Interview.

This is the first impression the candidate will get of you and your company. **Ensure the interview is well performed, structured, personable and has a positive impact on the candidate.** This way, they are more likely to turn down other interview offers or at least be more conservative about their search whilst your process is going on.

For inspiration on questions that will really help you to get to know your interviewees please refer to our [Interview Questions Guide](#).



Keep In Touch.

When you have made an offer:

- **Keep in contact with your new recruit.**
- Ensure they have their contract of employment and any other supporting documentation.
- Perhaps **invite them in for a coffee**, join your team on a social activity or **just call them**. It helps with first day nerves and gives you a chance to update or check information.
- Ensure they are eager to start, if they are on a month's notice this can feel like a long time.
- **Ask the candidate to remove their CV from job boards** etc upon acceptance of an offer to minimise chances of them being approached by other companies and recruiters.



Roles We Recruit For.



We hope you have found our tips useful and thought-provoking. Please share with us your brilliant ideas via our social channels. If you need us to help recruit your team here is a reminder of the roles, we specialise in.

Office / Support

- Executive Assistant
- Personal Assistant
- Office Manager
- Medical Secretary
- Receptionist
- Data Entry Clerk
- Administrator – all levels
- Facilities Assistant

Customer Services

- Customer Service Executive
- Inbound Call Handler
- Team Leader
- Help Desk Operator
- First Line Support
- Complaints Handler

Operations & Logistics

- Scheduler
- Freight Forwarder
- Sales Order Processor
- Stock Controller
- Fleet Coordinator
- Supply Chain/
Purchasing
- Project Coordinator
- Project Manager

Finance & Accounts

- Accounts Assistant
- Credit Controller
- Bookkeeper
- Sales / Purchase Ledger
- Payroll / Payroll Manager
- VAT Specialist
- Reconciliation Clerk
- Finance Management

Marketing & Data

- Marketing Assistant
- Marketing Executive
- Marketing Manager
- Digital Marketing
- Copywriter
- Data Analyst
- Database Administrator
- Market Research Executive
- Project Manager

Human Resources

- HR Assistant
- HR Officer
- HR Adviser
- HR Consultant
- Benefits Specialist
- In-house Recruiter
- Resourcer