

# Getting ready

This section is about laying good foundations, being prepared and having a positive approach to getting the right person for your organisation. Every new recruit represents a financial investment in your business.

## Training to recruit

Need to brush up your interviewing? Here are some on-line resources which offer training:

[www.bitc.org.uk/south-west](http://www.bitc.org.uk/south-west)

[www.businesswest.co.uk](http://www.businesswest.co.uk)

<http://southgloucestershire.learningpool.com>

## Best practice

What do you need to do to get ready? How do you prepare yourself?

- What works well for others could work for you
- It is an opportunity to sell yourself as an employer to the wider public not just potential employees
- Not just about filling the role but improving your company's reputation

## Promoting your business

Every recruitment advert you place focuses attention on your business.

- Seize this opportunity to show your successes and credibility
- A positive opportunity to advertise

## Getting it right first time

Saving you time and trouble

- Don't leave yourself open to challenges or appeals
- You're more likely to retain people
- Save the expense of re-advertising and recruiting again

## This means

- get job description right
- get advertisement right
- be smart in your interview
- be smart in your selection – get the right person for the job not the best on the day
- supportive once employed

## **Being legal**

Stay on the right side of the law – you need to make sure everyone has the same opportunity to apply for the job and once employed, ensure everyone is treated in the same way. This means for the same job you can't offer

- different rates of pay
- different working conditions
- different contract terms

You must be aware of your accessibility obligations

<https://www.gov.uk/reasonable-adjustments-for-disabled-workers>