

BUSINESS OWNER: STAFF RECRUITMENT

Proverbs 26:10 Amplified Bible (AMP)

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Like a [careless] archer who [shoots arrows wildly and] wounds everyone,
So is he who hires a fool or those who [by chance just] pass by.

STAFF RECRUITMENT

- ▶ Are your sourcing methods relevant to your company/Are you getting the best for your particular vision
- ▶ Selecting your Interview venue
- ▶ Types of Interviews
- ▶ Interview Questions
- ▶ Referencing

PLANNING

- Business need
 - Analyse processes and procedure of the business and establish the need for human capital
 - Job Profiling
 - Organisational Structure
 - Budget
 - To avoid litigation, it is of vital importance that the business owner is familiar with the statutory requirements of recruitment such as:
 - BCEA, LRA, PAYE, UIF, EE and BBBEE

EXECUTION

- **Sourcing options**
 - Based on the business needs and affordability, the business owner may opt to outsource the services and/or temporarily or permanently recruit human capital
- **Advertising**
 - To attract the relevant skills and talent it is essential to use appropriate means to advertise the job vacancy on appropriate platforms:
 - Printed Media Advertising

EXECUTION

- **Advertising continued**
 - Recruitment Portals
 - Recruitment Agencies
 - Industry specific publications
 - Industry Association e.g SAICA
 - Word of mouth - the double edged sword
 - Social Media Platforms

EXECUTION

- **Interviewing**
 - It is imperative for the business owner to carefully shortlist only the CVs which meet the requirement of the job
 - Interviews must be properly planned taking into consideration the nature and complexity of the job.
 - The venue must always be appropriate
 - Interview questions must be consistent and relevant to the job.
 - The panel must be abreast of interviewing techniques and conforming labour laws

EXECUTION

- Interview types
 - As a business owner, one needs to identify what works for you
 - It is however key to maintain high level of professionalism as this will set the standard of the relationship
 - Structured
 - Unstructured
 - Formal vs Informal
 - Technical vs Practical



EXECUTION

- **Interview Venue Selections**

Interview venues affect interview dynamics

It is imperative to ensure that the interview venue addresses your need

- Corporate office / Conference room
- During meals in restaurants and hotels e.g. over breakfast, lunch or dinner
- On or off campus
- Skype or On-line interviews



EXECUTION

- Interview Questions
 - Interview questions should be relevant to the job description
 - Prepare desired questions and answers beforehand
 - If it's a panel interview, agree beforehand who will address which topic
 - A panel interview should comprise organizational experts e.g. HR questions should be asked by HR if applicable
 - Determine a scoring process beforehand

EXECUTION

- Importance on deciding type
 - As a business owner, one needs to identify what works for you
 - It is however key to maintain high level of professionalism as this will set the standard of the relationship

EXECUTION

- **References**
 - Previous managerial attestations
 - Verifications of previous employment
 - Educational qualifications check
 - Criminal and financial checks
 - Character references
 - Competency assessments

EXECUTION

- Reference do's and donts
 - Get consent from job applicants
 - Ensure that you obtain information that is legit and true
 - Only get a reference if you have an intention of shortlisting

CONCLUSION

Titus 2:7-8 Amplified Bible (AMP)

⁷And in all things show yourself to be an example of good works, with purity in doctrine [having the strictest regard for integrity and truth], dignified, ⁸sound *and* beyond reproach in instruction, so that the opponent [of the faith] will be shamed, having nothing bad to say about us.