

At the start of the year employers might find themselves with the daunting prospect of filling vacancies. The appointment process followed becomes critically important, as hiring the wrong person can have negative consequences in a business.

Having a checklist of considerations handy, should help employers navigate this particular minefield.

1. Modernise and improve job descriptions. The person you will be appointing will be working in accordance with their job description. Make sure that the job description is fit for purpose. This will help with the drafting of the job advertisement and initial screening of candidates.
2. Make sure you have a recruitment policy that makes sense for your business. This includes every aspect, from advertising positions straight through to shortlisting, interviewing and ultimately, appointment. Know who does what and how each stage works and evaluate the process regularly to make sure that it's efficient and effective.
3. Work on your interviewing skills. A good interviewer will have good intuition and people skills, but will also know and understand the business, the team the candidate needs to fit into and how the job itself fits into overall business strategy. It is tempting, but do not outsource the entire interview process to a consultant. Be involved from a management perspective.
4. Culture is incredibly important, especially to younger candidates. Make sure to nurture a culture of honesty, accountability and teamwork, and communicate that clearly during interviews.
5. Do follow up on references, they are there for a reason.

6. Remember that there is the option of probationary periods for new employees. Clearly define the period, the expectations and what will happen once the probationary period comes to an end.

Filling positions is exciting and a privilege, especially given the economic hardships South Africans face. Keep your list handy and find that perfect candidate.