

## Human Resources Services Recruitment Audit Programme

### What Is It?

The EBS Recruitment Audit Programme is designed for Directors and Senior Managers who want to ensure that they get the most out of every recruitment activity. The programme uses up-to-date coaching techniques coupled with experienced functional expertise to audit policies and procedures used in the recruitment process. This will lead to significantly higher outcomes for your business, for each recruitment exercise that you undertake and ensure that you will also comply with all the relevant employment legislation covering this area.

A survey in 2005 by Jobsite found that one in eight new recruits leave their job within 3 months – that means extra cost for you as a business in replacing that leaver, as well as covering the job in the mean time. A well designed recruitment process can significantly reduce the risks of such a costly failure – and takes away the feeling of dread that many managers associate with this task.

The EBS Recruitment Audit Programme is also designed to ensure that you and your managers have the skills to make the right choices throughout the recruitment process on all areas of your business.

### What are the advantages to my organisation?

- **Being Legally Compliant:** How would you deal with an applicant who was blind, or deaf, or had cerebral palsy? What about an applicant aged 16, or 63, or 67? These are just some of the scenarios that will face employers – and making the wrong decision here can be very expensive. The EBS Recruitment Audit will ensure you are aware of all of the relevant legislation – and how it works in practice.
- **Getting the Best Person for the Job:** This is the one area you can still 'discriminate' about – finding the best person for the job. This may sound obvious but unless you put the effort in to consider what the job actually requires, you will never be guaranteed to get the best person for the job. Good interview preparation will help you sort out those that can talk a good talk, from those who can actually do the job in your business environment.
- **Best Fit for Your Organisation:** Whilst we are guided by best practice, any solution we recommend will be designed around the specific needs of your organisation. If you do not have suitable policies in place, we will never try to shoehorn a standard document or policy into your organisation; we will always customise such documentation to fit. We will use the training session to ensure that any policy or procedure will work for your environment.

### What Is Included?

One of our EBS HR experts will work with you to audit your current policies, procedures and practices for dealing with recruitment – whether these are written down or just what you do in practice:

- Planning a recruitment campaign
- Staying within legal guidelines
- Developing appropriate skills in your business

Where necessary, we will provide or recommend changes to the documentation and processes to ensure compliance with relevant regulations.

You and your managers will then be taken through a half day training session that will cover:

- An overview of the legislation applying to recruitment and selection
- A run through of your policies and procedures
- Job specifications - what is the job really about
- People specifications
  - Essential vs. desirable skills and experience
  - Cross over experience
  - Common pitfalls
- Adverts
  - Keeping it legal
  - Where and how to advertise – press, trade journals, internet
- Interviews
  - Preparation
  - ORCA – Observing, Recording, Classifying, Assessment
  - Using the funnel
  - Common pitfalls
- Job offers – and communication with other candidates
- Induction of new staff

### **What Does It Cost?**

The tried and tested EBS HR Recruitment Audit Programme is offered at a fixed price of **£950 + VAT** for companies with 100 employees or less, including the training session for up to 8 delegates (additional training sessions can be held at a cost of £450 + VAT).

Some companies prefer to let somebody else deliver the first part of the recruitment process as a fully managed service. If you would prefer just to have a shortlist of four or five candidates, who have already been professionally interviewed against your job and people specifications, please refer to our 'Recruitment Plus' service.

### **About EBS Human Resources Services**

EBS Human Resources is a specialist area of service from EBS Management Resources, a multi-disciplinary provider of business support services to companies with 15 - 100 employees. Service portfolios are provided for the key functions of Human Resources, Occupational Health, Health & Safety, Marketing, Sales, Financial and General Management. EBS clients cover a wide range of industries and include Dayla, Bucks Net Services, Nottingham Forest Football Club and Red Door Communications.

The complete set of Human Resources services includes:

- Level 1 – Platform
- Level 2 – HR Management Support
- Level 3 – Training
- Level 4 – Enhancing Performance
- Level 5 – Strategic Human Resource Management
- Level 6 - Employment Law - Tribunal Case Handling

For more information on this service, please contact us on 01844 211084, or visit our website: [www.ebs-hr.co.uk](http://www.ebs-hr.co.uk)