



I need staff... What next?

About me.

Kat Derbyshire – Owner/HR Consultant

- HR generalist
- CIPD qualified
- Worked with organisations of all sizes:
 - Warehousing & Logistics
 - Manufacturing
 - Food
 - Contact Centres



Things to consider.

When your company reaches the point where you need an extra pair of hands you may well ask yourself “I need staff, what do I do next?”

- What are the tasks I need help with?
- Where and how will I look to find the right person?
- Welcoming your new starter into your business
- Other things to think about...

Before you start recruiting.

- You must be a Limited Company to be an employer
- Inform HMRC
- Arrange Employers liability insurance
- National Minimum Wage (NMW)
- Compulsory pension plan 2% contribution of salary for each employee aged between 22 and state pension age, earn at least £10,000 per year and will work within the UK

On what basis might I bring someone in?

- Full time, permanent employee
- Part time, permanent employee
- Zero hours contract (no promise of work)

OR...

Use a contractor to represent your company who is not an employee

What do you want help with?

Pinpoint specifically where in your business you need help

Put together a job role profile

- Clarity for you around what you are employing someone to do
- Gives a potential new employee an understanding of what the job role involves

When and where will you need them to work?

- Full time or part time
- Days to be worked
- Between what hours
- Where will the role be based (geographically and from home or a business address)

Become an employer of choice.

How much should I pay an employee?

- Do your research, what does the job market tell you?
- Where do you want to be in that range?
- What is your budget?

What benefits can I offer? Its not all about money!

- Do you have the ability to offer flexible working patterns?
- Do you offer other benefits and/or something else unique?
- Free parking/easy access to public transport?
- Onsite access to a canteen or a gym etc?

What else makes you attractive as an employer and sets you apart!

The true cost of your employee.

In addition to a basic salary, you must consider the cost of the following:

- Employers Pension contribution
- Employers National Insurance
- Costs of any other benefits
- Costs associated with advertising job vacancies/recruitment consultant
- Costs in relation to any new starter training

Also...

- The cost of your time to carry out your recruitment campaign

Where will you find your employee?

- Job Centre
- Online job boards
- Your own website
- Social media
- Employ the help of a recruitment consultant
- Referrals

Sunday

Cashier (Female)

age 20-30

Wanted

HOURS OF OPENING

— 10:30pm —



FOOD H

0 1 2

9 protected characteristics: Equality Act 2010.

- Age
- Disability
- Gender
- Sexual orientation
- Marriage or civil partnership
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief

Discrimination can be direct or indirect - keep this in mind when advertising a job and throughout the interview process.

How will I assess the suitability of candidates?

- Pre-screen potential candidates by phone
- Interview(s)
- Any other testing (Maths, English or Psychometric tests)
- Will the role require other checks (financial or criminal records)
- Accreditations or qualification certificates

The interview process.

- Suitable environment
- Put the candidate at ease
- Prepare questions you would like to ask in advance
- Provide the candidate the opportunity to tell you what they can offer
- Don't be afraid to ask for further clarity or additional examples
- Always give an opportunity for the candidates to ask questions
- Explain what will happen next

The interview process is the candidate's opportunity to assess whether your business is right for them as well as you assessing their suitability for your business

I'm ready to offer the position.

You have found the perfect candidate, what next?

- Verbally offer the role
- Agree a start date
- Follow up with a written offer of employment and a contract of employment
- Provide a company handbook

Welcoming a new starter to your business.

Think about how you interact ahead of their start date:

- Welcome letter
- Provide an opportunity to discuss any questions they have
- Data capture - consider GDPR
- Carry out an Eligibility to work in the UK check
- Plan in and communicate an induction plan
- Arrange any required training

Get ready.

Prepare for the start date:

- Arrange equipment to carry out their role
- Be on site with your new starter to help them settle in - clear your diary

Remember this is your new employee's first impression of your business – it's important to get it right

A few things to consider post start date.

- Set clear expectations/goals/targets so that your new staff member knows what is required of them
- Plan in time to regularly discuss their progress on the above and any development areas requiring attention
- Gain feedback from your new starter on their recruitment experience



A thought to leave you with.

“Take care of your employees and they will take care of your business. It’s as simple as that.”

- Richard Branson

