



# Recruitment

Hiring your first employee can sometimes feel like a huge job so, we have created a checklist to help you through this process

Recruitment	✓
Have you created a Job Description for the role?	
Have you agreed the salary range for the role? Conduct a salary benchmark to gain a good idea as to what similar roles and competitors in the area are offering	
The average attention span is 8 seconds, so you need to ensure your job advert is easily scannable and attracts the readers attention.	
Have you created relevant interview questions and assessment (if applicable) which allow the candidates to demonstrate their skills and experience relevant to the role?	
Screen the CV's against your job description to decide who you would like to meet for interview	
Conduct the interview and take notes of the answers / candidates scored. Interview notes stored to meet GDPR	
Follow our new employee guide for the next steps	

## Make your business a great place to work

A 2023 study from Reed.com found that candidates rated work-life balance and flexibility as one of most important things to consider when choosing a Company to work for. The below graph shows what is also important to candidates searching for work opportunities:

