

AgriVAS' Guide to the Recruitment Process

- 1) Think about the **key requirements** for the position you are trying to fill: special qualifications, required traits and characteristics, and experience.
- 2) Develop a **job description** for the position if you do not already have one drawn up.
- 3) Determine the **salary range** for the position, and check whether you can afford it.
- 4) Open the position to **internal candidates**. If you anticipate that there will be no suitable internal candidates, then make it clear that you are also advertising the position externally. Internal candidates should also undergo the same interview process as an external candidate
- 5) Should no internal candidate be appointed, make sure you communicate clearly that they were not selected. If possible provide **feedback** that will help them develop their skills and grow their career.
- 6) Extend the search to **external candidates**. Develop the pool of candidates in the following way:
 - Advertise in local newspapers/publications
 - Spread word of mouth information about the position's availability
 - Online recruitment
 - Approach specialist recruitment agencies, such as **AgriVAS Staff Recruitment**, to assist you.
- 7) Once you have a pool of candidates go through each CV, keeping the key requirements for the position in mind, and develop a **short list** of candidates you would like to interview.
- 8) Arrange an **interview time and date** with each candidate. Try to schedule the interviews on the same day or on consecutive days, so the memory of each candidate remains fresh in your mind.

- 9) **Plan the interview** process carefully. Think about the questions you need to ask each candidate in order to assess the key requirements for the position. Who else will be present at the interview and what will their role be? Are there some practical skills that need to be assessed, and if so how do you plan to do this? Where will the interview take place?
- 10) During the interview process make sure that each candidate is given a **fair chance** and each are asked the same questions.
- 11) After each interview **make notes** on the candidate, and if necessary make a list of their strengths and weaknesses.
- 12) If necessary you can hold a **second round** of interviews to clarify any aspects you are not sure of.
- 13) Once you have selected a suitable candidate for the position, make a **written job offer** that includes the job description and salary.
- 14) A comprehensive **contract of employment** should be discussed and signed before the candidate starts in the position.

Should you have any further questions about the recruitment process, or how AgriVAS Staff Recruitment can assist you with this process, please do not hesitate to contact us today:

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