Key Elements of a Thorough Recruitment Process

Part 5 - Offer Procedure!

Parts 1-4 of our 6 Key Elements of a Thorough Recruiting Process have concentrated on short listing and identifying the candidate you want to employ!

A Reminder – Depending upon the level of employee, the more interviews the better, for longer term security and success. NEVER – make an offer of employment after just a single interview, unless you want the high risk of early / short term failure. (One does not marry on 1st date...!) Both parties should want to go away and consider, come back with questions, and need to go into more depth of job expectation and even meet people they will work with!

The Offer Stage – This is where many recruitment objectives fail! Why? – It’s often because ‘Terms are loosely discussed’ during interview. The candidate’s ‘commitment to join’ may not have been tested (it needs to be 100%).

Then an offer is made later, perhaps verbally, over the phone or via an agency, or subsequently by a letter – i.e. making an offer after the employer has deemed his interview process has finished. Often, post interview offers include ‘less than expected or discussed terms’. This is a frequent Deal Breaker!

Offer Procedure – Long term employee relationships – like marriages – depend upon both parties being open and honest from the start. Therefore, having got to the agreement stage in principle – the LAST interview should be used to negotiate and agree Full Terms & Conditions of Employment.

Agree Terms Up Front!

Generally, this is not a Black & White situation. For the Right person, negotiation must play a part! :

Test Commitment First – We want you to join our organisation. If we can agree terms, will you accept?

Negotiate ALL Terms & Conditions – Do this in the final Face 2 Face meeting. Agree verbally, and shake hands on a Deal! This may also include a projected Start Date, subject to written offer & acceptance and any obligatory notice period of the candidate.

Confirmation Letter – Follow up ASAP after meeting with a letter ‘Confirming’ the verbal offer, and including all Terms – which will also have to agree with a formal Contract of Employment due under employment law within 3 months.

Request Signed Acceptance – by way of copy letter to be returned to you by a specified short date. This is the final acid test of commitment of candidate!

As always, additional effort and diligence make for more successful outcomes!

It’s not the cost of recruitment that is important BUT employing the Right person for true Productivity benefits.

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