

# SOURCING STAFF LIKE SOLOMON

## GUIDE TO EFFECTIVE RECRUITMENT FOR CHRISTIAN CHARITIES

2 CHRONICLES 2:1-18

You know exactly how difficult it can be to find the best person for the job. There's so much to consider; their skills and experience, their attitude and personality. Not to mention how much it might cost you to find the right person. And then you've got to keep them happy and committed to the role after all of this. Solomon had the same problem when he wanted to build the temple, but he also had God on his side.

Just like Solomon, the work that you do as a Christian Charity is for God and from God, which means you can trust Him to send you the right people for the role.

At the moment, we're in a candidates' job market.

There are an abundance of vacancies available and not that many candidates. That's why candidates can afford to be a lot choosier about what they apply for, interview for and ultimately what roles they decide to accept.

And while this can be a good thing for you - you should be able to get a lot of the right people through the door - it also means you'll have to work a lot harder to demonstrate exactly why your charity is the right one to choose.

Fortunately, with a little forward planning, just like the wise Solomon, you can handle the whole recruitment process relatively easily, and show your business off to its full potential at the same time. And since we are not in the business to waste money, this can help keep your recruitment costs down too.

So, if you're currently looking to fill a role, or you know you'll be recruiting at some point in the near future, read on to see how you can make the process a whole lot simpler and entirely more effective...

# 7 STEPS TO EFFECTIVE, LOW-COST RECRUITMENT

As with anything else in a charity, a carefully constructed and well-thought-out plan is the number one key to success when it comes to recruitment.

We've outlined the 7 key steps that you need to take in order to make the best impression and attract the best, God-chosen people.

Of course, you may want to add steps in along the way, to make the plan more bespoke to your business. And you may want to seek assistance from experts (hi!) to help make the process as smooth and stress-free as possible. However, if you follow these steps, we're confident that your next hire will be manageable and effective.

# Step 1

## IDENTIFY YOUR NEEDS

Is this a new position you're creating? Perhaps you're looking to replace an employee who is leaving? Maybe the business is growing so you're doubling up on some roles?

Create a list of skills, knowledge and experience that you want or need your new hire to have. These could be directly related to the position you're recruiting for, or they may benefit the wider business.

Are there any skill gaps within the business that the new hire might be able to fill?

Have you considered whether the workload is sufficient to justify a new full-time member of staff? And do you know if there's anyone in the business who will be looking to retire or leave the businesses in the near future?

It's a good idea to create an organisation chart, if you don't already have one. This should include everyone in the business, their role, and their skills and experience. This allows you to see at a glance what skills you already have in the business, and where there are any gaps. A carefully thought out performance appraisal process can help with this process too.



# Step 2

## CREATE A JOB DESCRIPTION

It's a great idea to have a job description for every role in your business. This way, when it comes to replacing a member of the team - or even creating new positions - you already know the responsibilities, qualifications, and skills required for each and every job that needs to be done.

Try tasking your people with writing the job descriptions for their own roles, and keeping them updated. It will help to make sure that no vital responsibilities or duties are missed out. And you'll always have current job descriptions ready for when you're looking to hire new people.

Each and every job description should include the job title, responsibilities of the role, required qualifications (as well as the nice-to-have qualifications, too), skills, compensation, benefits and perks, and the location of the role.

A well-written job description may also be able to help you know where to look for your next star employee. You should gain a good insight into where they may look for a job, and therefore where you should consider advertising the role.



# Step 3

## PLAN YOUR RECRUITMENT STRATEGY

This is where you decide how you'll attract and retain the best candidates.

The first thing you should consider is whether you could recruit for a role from within your business. Perhaps someone is ready for the next step in their career? Maybe another department has too many hands on deck and transferable skills?

It's possible that you'll come to the conclusion that you'd like to bring someone new into the charity. This could help to broaden the skills within the business and diversify the team's abilities.

Think about where you might advertise your role and consider the geographical location too. If the role is office-based, you'll need to ensure your candidate can get there, but, if the role could be remote, would you consider someone from anywhere in the country? How often would they be expected to see you face-to-face?

When it comes to advertising the job, put some consideration into your methods. As an example, you may prefer to ask your current employees if they know of anyone suitable before you post an advert on social media or on a job site (or use an external consultant to help you). Referrals are a great way of finding excellent candidates, although it can take a little longer.

You also need to decide who will be responsible for creating the job advert and field responses or any questions you may receive. It's a good idea to make this one person's task, so that everything remains consistent and that all information given out is accurate.

# Step 4

## SCREEN AND SHORTLIST

As I've mentioned, right now there are lots of candidates looking to change roles. This makes it likely that you'll have a big response to your job advert - providing you've got the responsibilities, salary and benefits right, and your charity's brand or mission is one that people can relate to.

So now your task is to sort the good applications from the not-so-good ones. Where do you start?!

First, remove any applications that don't meet your vital criteria. That's most likely to be right to work or skills and experience.

Sort the remaining applications into two groups - those with the minimum qualifications and those with preferred credentials. Those with ticks in both boxes become your short list. It's a good idea to make a note of any questions you have about individual applicants at this point too, as you'll need a reminder when it comes to speaking to them.



# Step 5

## INTERVIEWS

Pray. Before you start the interview process, pray for God to show you who the right candidate is and pray for the candidates as interviews can be very stressful for them.

It's also very important that you take time to consider the candidate experience if you want to attract and obtain the best talent for your business.

You'll need to decide your approach before you advertise a job, so that the whole process can flow smoothly.

Will you hold preliminary telephone calls with candidates? Perhaps you'll decide to hold short video interviews initially? Or would you prefer a more traditional face-to-face approach from the beginning?

Write an interview plan covering all aspects of the job description to ensure that you are asking all candidates the same questions.

Look at your interview process and document it. Create a timeline that demonstrates exactly how the interview process will play out. You can even share this with your candidates so they know what to expect, and the timeframe in which they should know whether they've been successful at each stage.

Remember, be as flexible as you can with your candidates. They may be in roles that are tricky to take time away from, so insisting on a particular time or day may prevent you from finding the best fit for your business.

You could even try to implement a system where candidates book their own time slot with an online booking system, for ultimate flexibility.

# Step 6

## MAKING AN OFFER

Before you make an offer to your favourite applicant, there are a few things you need to consider.

You should also keep in mind that your favourite candidate may not have taken the same impression away from their interview with you. Never turn down other candidates before you've offered the job to your favourite and they've accepted - **IN WRITING!**

You may wish to choose a second favourite in case your first decides to take another job, or you may decide that there were no other applicants you liked and instead would start the process again. Just make sure you have a plan before you tell people they were unsuccessful this time.

Before a contract is sent to the successful candidate, check their references. You'd be surprised at just how many businesses skip this step, only to be shocked later on when something goes awry.

Make someone involved in the interview process responsible for following up on the references of your favourite candidate - just make sure not to contact references without their consent!



# Step 7

## EXCELLENT ONBOARDING

This step is so often forgotten about when it comes to the recruitment process. But it's one of the most essential parts to get right when welcoming a new employee... you know what they say about first impressions.

You need a solid plan to help welcome and settle a new employee into the business and their role.

Think about what they need to be able to start their new job easily. This will include things like introducing them to their new colleagues, showing them around the office, providing them with devices - like laptops and phones - as well as access to all of the systems that they'll be using for their job.

Consider what training they'll need, and the other roles that they'll need to interact with or understand in order to do their job properly. Arrange training on systems, and shadowing with colleagues so they're able to build a good picture of how things work.

You should check-in with your new hire regularly for the first week or two. This will not only encourage good communication, but it will also give them ample opportunity to voice any concerns they may have, giving you a chance to make sure everything is exactly as you want and need it to be.

As always, I understand that you simply may not have the time to get this done for your charity - especially if you want to start recruiting sooner rather than later. And in these cases, my team and I would love to help.

If you have any questions on recruitment for your business, or you'd like a helping hand, just get in touch to start a discussion.

NEED SOME  
**HELP** DURING  
ANY PART OF  
YOUR  
**RECRUITMENT**  
JOURNEY?

SIMPLY EMAIL OUR TEAM  
[ADMIN@HUMANSOURCELTD.COM](mailto:ADMIN@HUMANSOURCELTD.COM)

**WE'RE HERE  
TO HELP YOU  
STAND OUT  
FROM THE  
CROWD**