

External **Recruitment** Services





LEXXER SOLUTIONS



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LEXXER
SOLUTIONS



Recruitment Services

As a knowledge broker we specialise in matching people to particular tasks. Our recruitment services will match you with the right candidate, based on their knowledge, experience and skills.

Our full range of PEOPLE Services will not only help you find the right person but also unlock the potential and power of your existing staff, volunteers or members with training and development. Often the best solution is a winning combination of external training and consultancy which will develop and mentor existing staff allowing them to develop the confidence, capacity and skills to produce the best in-house team. When you need to expand and bring new staff onboard we are here to help too.

Our PEOPLE Services will help you acquire, develop, and manage staff, volunteers and stakeholders. Our knowledge based approach draws upon a range of sectors to provide full service support from recruitment and legislative compliance to management and human resources. We also embed and manage staff or consultants which may be the most cost effective solution.

Our recruitment services are geared towards small businesses, charities and community based voluntary organisations which do not have the time, resources or skills to conduct their own recruitment processes. Our full service can either source staff, volunteers or trustees and allow you simply to have the final choice, or where open recruitment is required we will support you through and beyond the process of finding the right people for you.

We offer External, Internal and Virtual Recruitment Services, all designed with you in mind, to ensure that the right person is selected in the right way.

CLIENT:
Date :
Contact:

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External Recruitment Advantages

External Recruitment is often necessary for start ups or small organisations as they expand. For groups in receipt of funding it may be a requirement and it ensures open and transparent practices and the best possible pool of candidates.



External sources do give a wide choice to the management. A large number of applicants may be willing to join the organization. They will also be suitable as per the requirements of skill, training, and education.



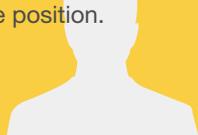
**Wider
Pool of Candidates**

All organisations should use external sources for recruitment to higher positions or when existing employees are not suitable. More persons are needed when expansions are undertaken.

Advertisement in newspapers and professional journals, sector specific websites or social media attracts wider pools of applicants and provides a great platform to inform and engage applicants.

The selection of persons from outside sources will have the benefit of new ideas. They have experience in other concerns will be able to suggest new things and methods. This will keep the organization in a competitive position.

**New Ideas
And Perspectives**



The wider a net is cast the more success it will have and often an external process will give experts or those with experience in the sector an opportunity to join your team. However it can be time consuming and costly in terms of advertising and dealing with the volume of applications.

This method of recruitment can prove to be economical because new employees are already trained and experienced and do not require much training for the jobs.



**More
Economical**

Many of the risks and problems associated with external recruitment can be eliminated by the retention of an external independent professional team. This skill and service will assist any organisation to run a fair, effective, transparent process.

External Recruitment Disadvantages

External Recruitment has many benefits, and if the post is government or grant funded there should be clear guidance and authorisation by the department or funder before the recruitment is decided upon. For others who do not possess staff or are not in a position to recruit internally the choice is easy.



It can create difficulties amongst staff if existing staff or volunteers feel they have been overlooked and their skills experience or loyalty not rewarded by someone from outside the organisation being recruited

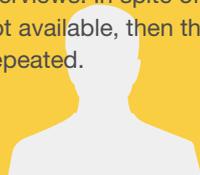


High
Hostility

External recruitment can cause problems within a workforce especially in smaller organisations where HR is not a separate department. It can lead to rivalry and disappointment with managers caught in the middle as they act as recruiters. If there is an expectation that service, experience or loyalty would be rewarded with internal recruitment morale may suffer.

The process of recruiting from outside is very expensive. It starts with inserting costly advertisements in the media and then arranging written tests and conducting interviews. In spite of all this if suitable persons are not available, then the whole process will have to be repeated.

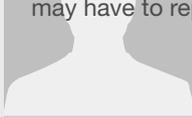
Expensive
Option



The key again is to ensure an independent, fair, process where the job specifications and criteria are clearly understood and the merits of successful candidates apparent.

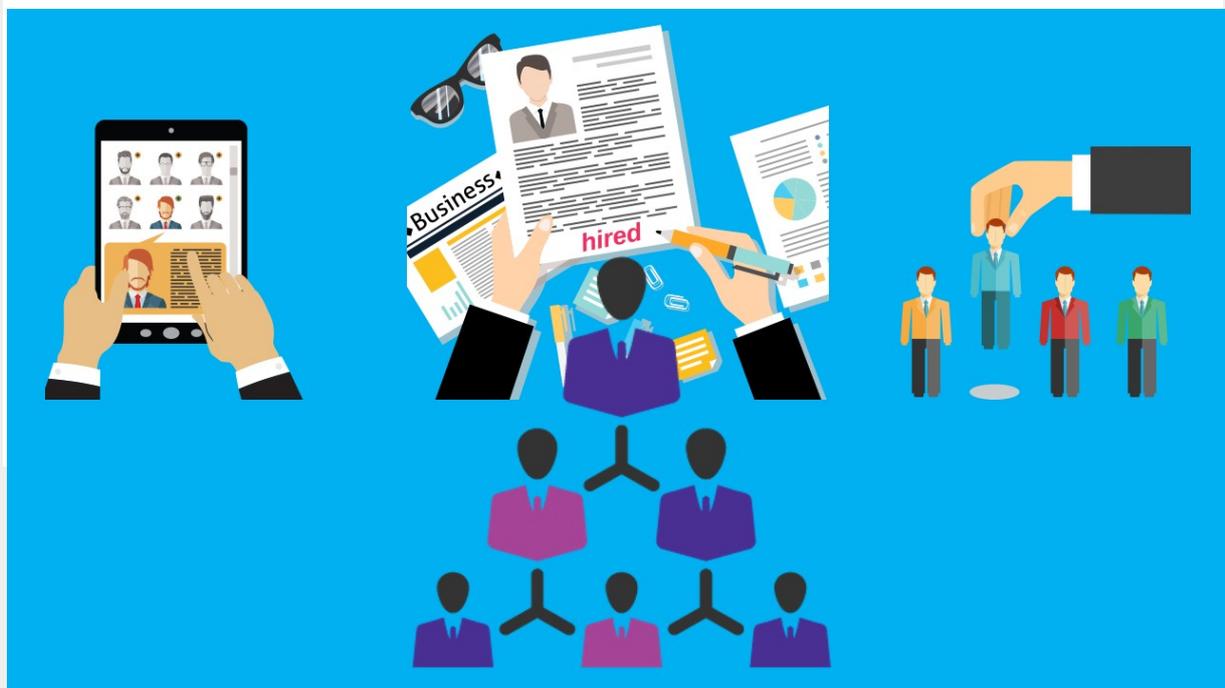
There may be a possibility that the new entrants have not been able to adjust to the new environment. They may not temperamentally adjust with the new persons. In such cases either the persons may leave themselves or management may have to replace them.

Potential of
Maladjustment



The role of an independent HR Consultant is again vital as they can be seen to drive the process in line with equality or funder guidelines. Further it can be on our advice that the decision between internal or external is made which can diffuse the situation, and again existing staff are free to apply.

External Recruitment



Our recruitment services are specifically designed for third sector organisations and small start up firms. In both cases the lack of experience in Human Resources means that an external consultant is needed to provide a wrap around service to ensure that organisations are able to tap into the best pool of candidates. Our team have a range of experience working specifically with third sector and start ups and we appreciate that they more than large employers need the right staff.

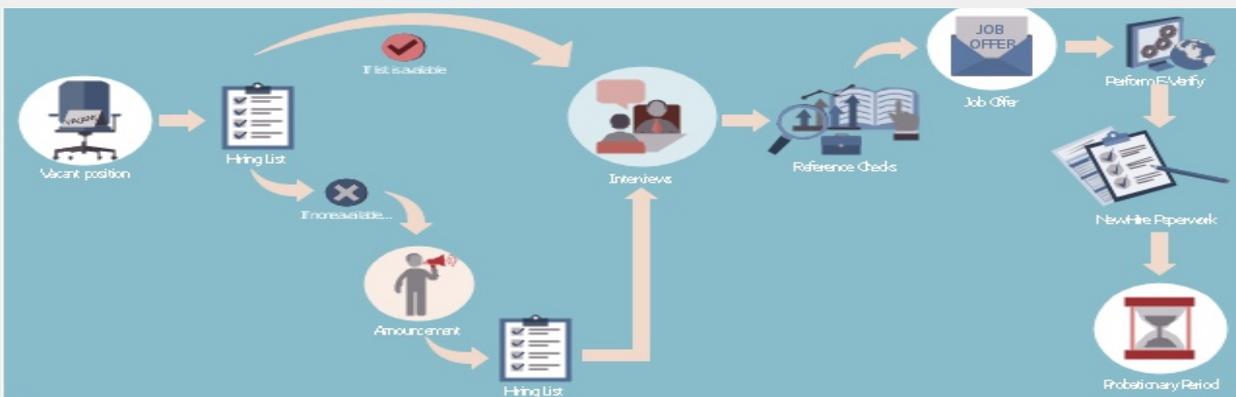
If you employ thousands of people then one or two poor recruits will not have the same effect on the organisation when compared with for example a charity which has just expanded by 50% when a new project allowed them to employ two new members of staff. At this micro level a bad recruitment choice could cripple a project and potentially destroy an organisation.

We focus on small scale recruitment because we know the importance of what we do. In small organisations with a few members of paid staff, a poor recruit can have the same effect as a middle or even senior manager in a large firm. That sort of insight and our decades of experience working with the third sector makes us the ideal recruitment partner.

We say partner because we do not simply fill a vacancy , we work with you beyond the recruitment phase, helping to onboard or orientate the recruit, and help you develop their full potential and manage any ongoing HR issues.

External Recruitment

For third sector groups and small firms which are often born out of small groups of similarly minded people the idea of reaching out to find their first members of staff can be daunting. For people who have a passion for a cause, or who work voluntarily for a charity or who have invested their life savings in a small family start up business, the idea of employing a stranger can be a challenge.



We find that often we have to start at the beginning by developing and implementing the organisation's recruitment strategy followed by creation or updating of recruitment policies and practices. Then we work with the client to develop a position profile which is an extension of the job description. The clear development of criteria will show all exactly what is expected from a candidate. The next step is the transparency, publicity and extensive communication needed in publicising the post and the posting on various communication channels in order to reach the most appropriate audience and attract the best candidates.

This is then followed by developing bespoke assessment tools and an interview process that serves as part of the selection process. We believe that the client should be involved in this process and we provide training to help them. However an independent professional input is often needed to make a final call about the suitability of the pool of internal candidates.

Once selection of a suitable candidate is made we develop project or organisation specific orientation which helps the recruit fit in and learn fast about the client. Central to this is the contract of employment, employee handbook and development plan for the new role. By doing this, we minimise the risk of third parties poaching employees because we are helping them to progress them in the career internally. This links our recruitment, development and management services.

External Recruitment Process

External Recruitment Policy

The first step will be the checking or creation of a client recruitment policy. This policy ensures that the process complies with legislation and best practice and describes what applicants can expect during the selection process and provides information on things such as a complaints process. It will ensure transparency, fairness and equality as well as a sound effective process which works for all involved.

This then leads on to other recruitment material such as job descriptions, candidate information packs, and specific training for the client in order to help them implement their own policy and practice effectively.

Job Posting

We will work with you to develop a job posting system that ensures the widest reach using relevant media. The job posting should include a job description, essential and desirable criteria, the job's department or project and position manager and the dates for application. The chosen media should have penetration of a relevant sector, a wide enough reach to engage a good pool while containing enough information to prevent pointless applications.



Screening

Screen the employees who apply for the position with care. This will help to narrow down the field of Candidates and ensure that a strong group are put through to interview.



Interviews

A client organisation can interview applicants alone or with the assistance of a HR consultant, heading up the panel. Using an outside firm to assist with interviews can help prevent unfair biases or advantages, and bring a new professional insight to the process. In any regard, interviews are one of the ideal ways to learn more about a Candidate, their expectations and their aptitude and suitability.

Applicants will be scored against the criteria and each other with a decision made as to whether the pool has sufficient skills to fill the posts and appointments made.



Scored

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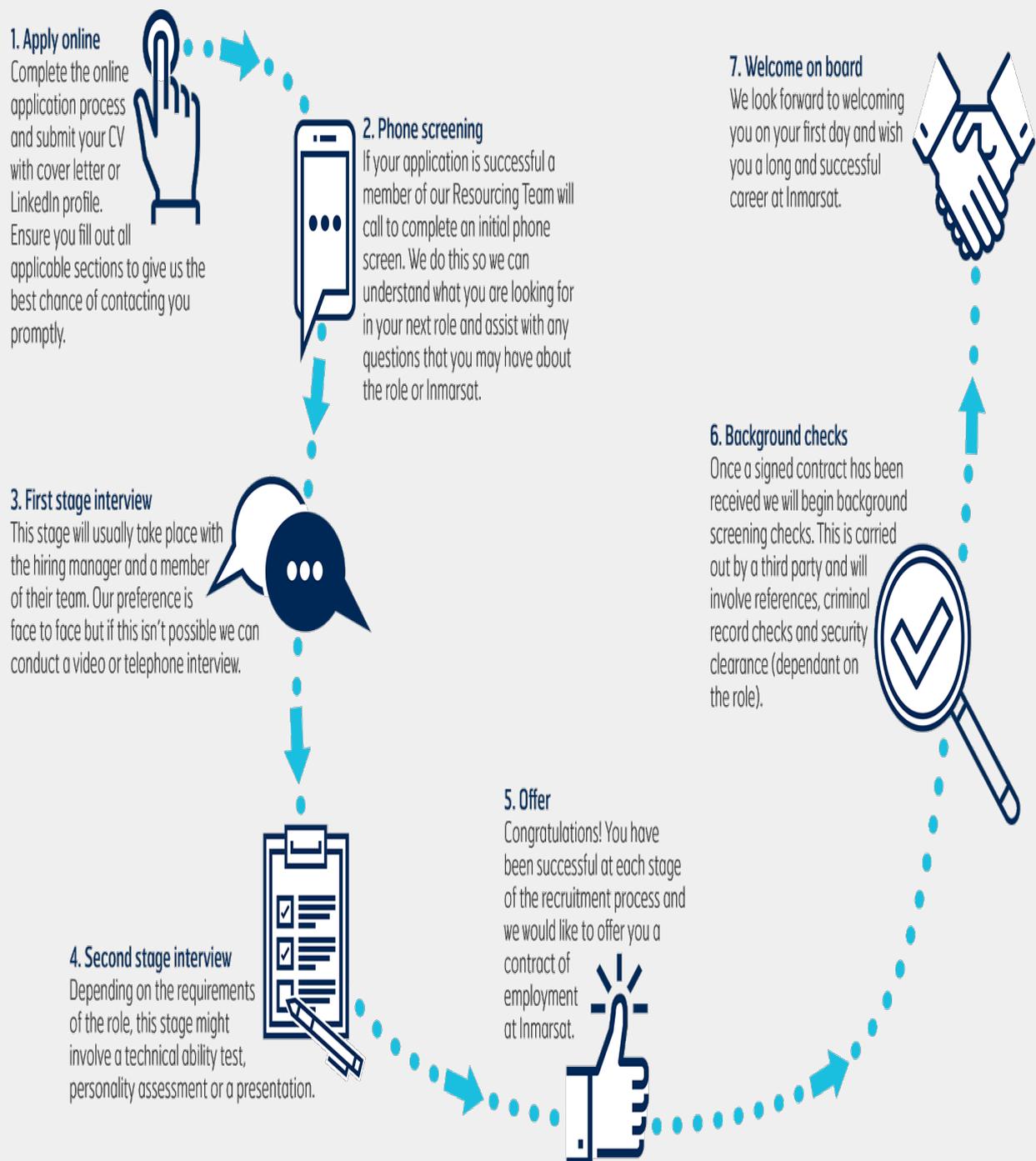


Feedback

While a company can only select one candidate to fill a vacant position, the process can be useful in itself to help the organisation develop. It is also good practice to provide feedback to candidates in an open, transparent and constructive manner.

External Recruitment Process

As well as helping you as a client to navigate the process we will develop a clear and straight forward for candidates as they engage. We will ensure they understand the criteria and what will be expected of them at interview. This will remove the burden from the client and will help to protect them from liability. Our step by step process will ensure clients and candidates know where they are.



Internal Recruitment Process Breakdown

The following steps are representative of the services offered as a package to reduce costs and the burden and liability of running a recruitment process. They are based on our experience of similar projects, and clients.

After consultation with committee and other relevant stakeholders, LEXXER Solutions will design and deploy a recruitment process meeting the specifications agreed. The following services and support will be provided.

A. GROUP CONSULTATION AND TRAINING, WITH POLICY/PROCESS SUPPORT

B. PRODUCTION OF CANDIDATE INFORMATION PACK

C. DESIGN OF APPLICATION FORM

D. JOB DESCRIPTION DEVELOPMENT, WITH ORGANISATIONAL SPECIFIC CRITERIA

E. DESIGN AND DEPLOYMENT OF JOB ADVERTISEMENT WITH EXTERNAL POSTING

F. DEVELOPMENT OF OTHER DOCUMENTATION

G. INTERVIEW EVALUATION FORM

H. INTERVIEW PANEL TRAINING AND PACK

Planning the interview

Determining the interview questions

Conducting the interview: Your roadmap

Conducting an interview: Do's and don'ts

Interview follow-up

I. FACILITATION OF INTERVIEWS

J. INDEPENDENT REVIEW AND FACILITATION OF ASSESSMENT

K. APPLICANT FEEDBACK

L. CONTRACTURAL SUPPORT

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