

Your Fabulous New People

Selected to enhance even further your growing culture of awesome.

How to Use this Toolkit:

This toolkit uses checklists with attached guideline documents to guide Leaders through the process of ensuring culture characteristics are fully considered in the recruitment and selection of new team members, and that the induction process allows new hires to fully integrate with the organisation and its culture, thus becoming a fabulous, happy and value-adding team member as quickly and fully as possible.

These checklists and guidelines focus on culture elements within recruitment, selection and induction, not how to build a recruitment and selection, or induction system per-se. It is assumed that organisations already have relatively effective systems in place. If this is not the case, more work will be needed.

The guidelines in these documents are designed to help an organisation ensure their current systems in recruitment, selection and induction allow culture to be enhanced and not damaged through these processes. The guidelines give practical advice and templates to help an organisation further develop their processes where needed.

These checklists are designed to be used by an individual leader or leadership team assessing the current state of their recruitment, selection and induction systems and could also be used as training documents with hiring managers more broadly across the organisation.

This Toolkit Contains:

Tools

- Recruitment & Selection Checklist & Guide
- Induction Checklist & Guide

Supplementary Readings/Materials

- The End of Culture Fit by Lars Schmidt

