

**Hiring Preparation  
Guide: Get Ready for  
Your Next Hire**

Bringing new talent into your business is an exciting opportunity, but success starts long before the new starter's first day. Careful planning is crucial to ensure you're hiring the right person for both the role and your company's growth. Follow these steps to make sure your recruitment process is strategic, thoughtful, and designed for success from the very beginning.

Enjoy reading through our guide.

Kindest Regards,

*Kerry and Emma*

Kerry Bonfiglio-Bains - **Founder**  
Emma Bonfiglio - **Managing Director**

If you have any questions, give us a call on **01782 338787**



# 1. Define the Role and Purpose

## Why Is This Hire Necessary?

Before anything else, take a step back and ask yourself: What problem is this hire going to solve?

Are you looking to fill a gap caused by company growth, or are you replacing someone? The answer to this will shape the type of person you need to hire.

- **Current Needs:** What immediate tasks and responsibilities do you need this role to cover?
- **Future Goals:** How can this role evolve to support long-term business objectives?

Thinking long-term will prevent hiring for just a quick fix. You want to ensure this new role will still be relevant and beneficial a year from now, not just next month.

## Clarify the Core Responsibilities

Be specific and detailed. A vague idea of what the role should cover will lead to **hiring the wrong person**.

Start by listing out:

- **Primary duties:** What tasks are non-negotiable for this role?
- **Secondary tasks:** Are there additional areas where this role could provide support?
- **Potential growth:** How might this role expand as the company grows?

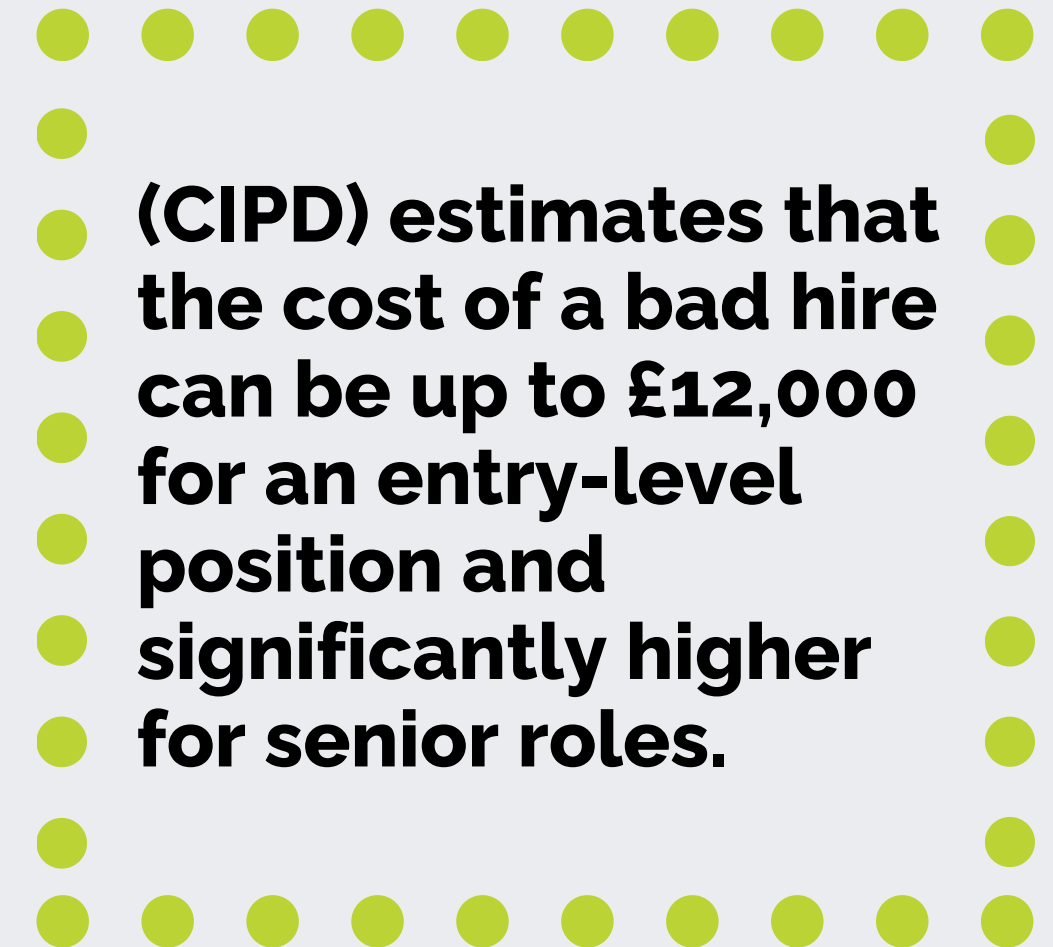
This not only helps you better understand the role but will guide the hiring process when assessing candidates later.



## 2. Set the Skills and Qualities You Need

Before starting the hiring process, it's crucial to identify both the technical skills (hard skills) and interpersonal qualities (soft skills) required for the role.

- **Technical Skills:** What specific experience, tools, or qualifications are essential? Be clear about must-haves like software proficiency, certifications, or experience in key areas.
  - **Soft Skills:** Consider qualities like communication, problem-solving, and adaptability. Does the role require teamwork, leadership, or the ability to work independently?
  - **Short vs. Long-Term Needs:** Think about both immediate tasks and how the role will evolve as your business grows. A candidate might need to grow with the role, so look for potential as well as current skills.
  - **Must-Haves vs. Nice-to-Haves:** Separate essential skills from desirable ones to avoid excluding great candidates. Prioritize what's non-negotiable and be flexible where you can train on the job.
  - **Cultural Fit:** The right hire should align with your company's values and work style. Reflect on what attitudes and behaviors will make them thrive in your environment.
- By defining these elements clearly, you'll streamline your hiring process and ensure you're looking for candidates who not only meet current needs but can grow with your business.



**(CIPD) estimates that the cost of a bad hire can be up to £12,000 for an entry-level position and significantly higher for senior roles.**



## 3. Evaluate Your Business's Hiring Needs

### Full-Time, Part-Time, or Flexible?

You don't always need a full-time hire. Take time to review your business needs and determine the right type of commitment for this role:

- **Full-time vs. part-time:** Could the role be accomplished part-time, or is it crucial to have someone fully dedicated?
- **Freelancer vs. permanent hire:** For some tasks, hiring a freelancer or contractor might be more cost-effective and efficient.
- **Flexible working:** If your business allows for it, consider flexible hours or remote working. This can open up your talent pool and attract a wider range of candidates.

Starting with part-time hours can also give you room to expand the role later if needed, ensuring that you're not overcommitting early on.

## 4. Set a Realistic Salary & Benefits Package



### Do Your Market Research

Before deciding on a salary, make sure it's aligned with the market. Check job boards, speak to peers, or use salary guides to find out what similar roles in your area are offering.

- **Salary range:** Aim for a competitive salary but ensure it's sustainable for your business. If unsure, set a salary range rather than a fixed figure.
- **Bonuses and incentives:** If your salary budget is lower, consider performance-related bonuses or other incentives that could sweeten the deal.

### Benefits Beyond Salary

Candidates aren't just looking at paychecks—they want to feel valued.

Be clear about what benefits you offer, such as:

- Pension schemes
- Healthcare
- Flexible working hours or remote options
- Additional holiday days
- Training and development opportunities

Remember, offering an attractive package helps set you apart from competitors and increases the likelihood of attracting the best talent.

# 5. Create a Clear and Compelling Job Description

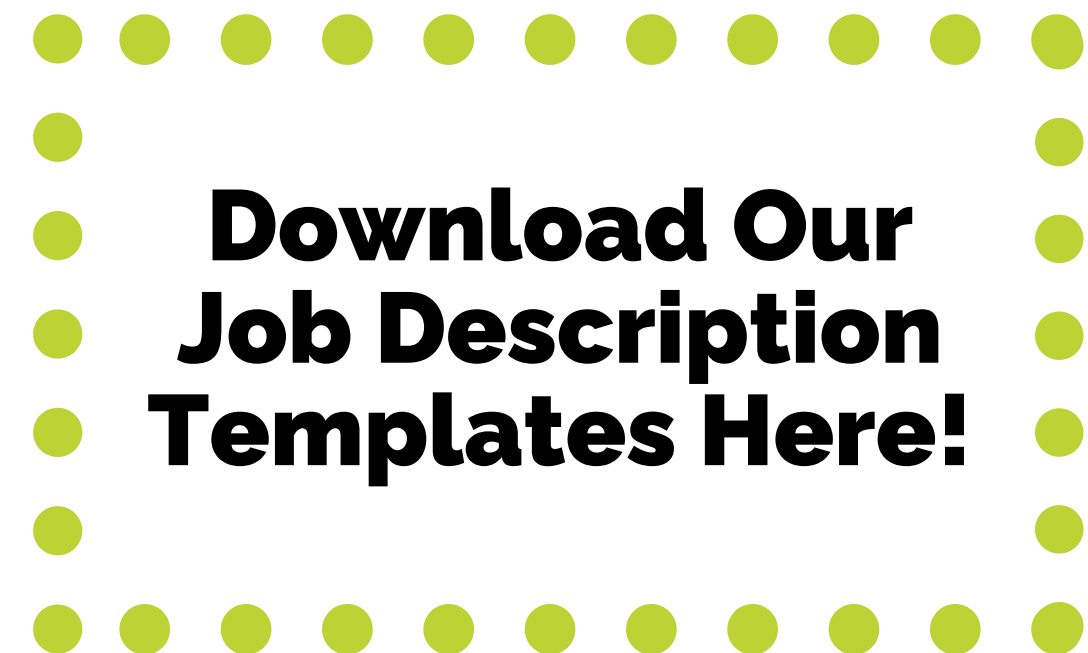
A strong job description is your first chance to make a great impression on potential candidates. It sets the expectations for the role, helps applicants assess if they're a good fit, and ensures you attract the right people from the start.

## Key Elements to Include:

- **Job Title and Summary:** Choose a title that accurately reflects the role, and write a concise summary that highlights the primary responsibilities. This should give candidates a snapshot of what they'll be doing and why the role is important to your business.
- **Core Responsibilities:** Break down the day-to-day tasks and long-term objectives. Be specific—this helps potential candidates understand what their workday will look like and whether they can meet the role's demands.
- **Skills and Experience:** Clearly outline both the essential and desirable skills. Specify required qualifications, experience levels, and any technical expertise necessary to succeed. This will help filter candidates who match your needs while leaving room for applicants who can grow into the role.
- **Company Values and Culture:** Take the opportunity to describe your company culture. Candidates who share your values are more likely to integrate smoothly into your team and thrive in their role. Let applicants know what makes your workplace unique—whether it's a collaborative environment, an entrepreneurial spirit, or a strong focus on innovation.

- **Benefits and Opportunities:** Remember to sell the position! Highlight perks like flexible hours, professional development opportunities, or any benefits you offer (pension, health insurance, etc.). This can make your job stand out from other opportunities.

Writing an effective job description can feel overwhelming, but you don't have to start from scratch. We have a variety of job description templates that can save you time and ensure you don't miss any important details!



# 6. Plan Your Recruitment

Don't rush this process—giving yourself a realistic timeline ensures you can attract, assess, and onboard the right candidate without cutting corners.

## Recruitment Stages to Consider

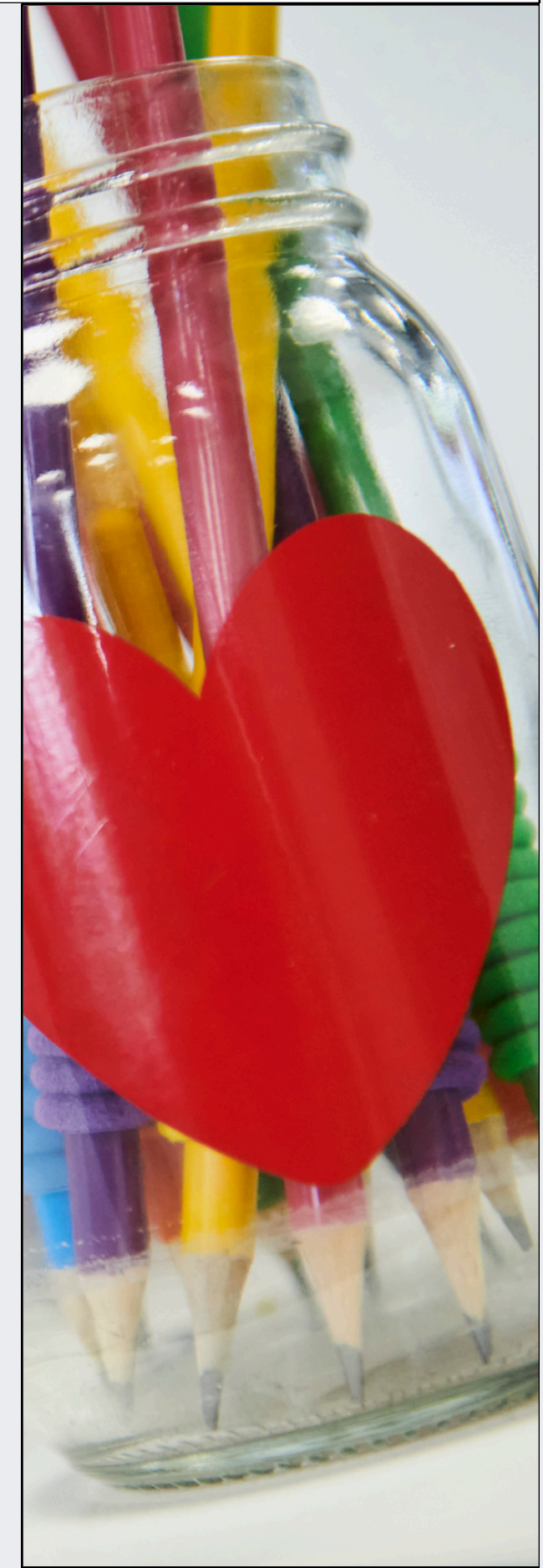
- **Advertising:** How long do you want the role to be advertised? Are you using job boards, agencies, or LinkedIn?
- **Application Review:** Plan time for initial CV screening.
- **Interviews:** How many rounds will you need? Who will be involved in interviewing?
- **Offer Stage:** Once you've made a decision, how long will you give candidates to accept the offer?
- **Onboarding Preparation:** Start thinking about the new hire's first weeks (even if it feels far away now), so everything is in place when they start.

Ensure key team members are available for interviews, and be clear on how long you anticipate the process taking so you don't lose good candidates by moving too slowly.

## Decide How to Find Candidates

Now that you're prepared internally, it's time to think about how you'll find the right people. There are several options depending on your budget and needs:

- **Recruitment Consultancies:** Consider partnering with a recruitment consultancy.
- **Job Boards:** Sites like Indeed or LinkedIn are good for reaching a wide audience.
- **Referrals:** Tap into your network. Sometimes the best candidates come through word-of-mouth recommendations.



By now, you've gone through the essential steps to ensure you're fully prepared to start the hiring process. Each element—from defining the role to crafting a compelling job description—plays a crucial part in attracting the right talent and setting up your new hire for success.

It's not just about filling a vacancy; it's about finding the right person who will grow with your business, contribute meaningfully to your goals, and become a valued member of your team. The effort you put in now will pay off in the form of a smoother recruitment process, fewer missteps, and a stronger, more cohesive team. Take the time to reflect on your needs, use the resources at your disposal, and be intentional about each step.

If you're feeling overwhelmed or unsure where to begin, don't worry—you're not alone. We offer a wealth of resources, including job description templates and expert advice, to guide you through every step. With the right preparation, you'll not only attract top talent but also create an environment where your new hire can thrive from day one.

Let's make this hiring process a success.

*Kerry and Emma*

Kerry Bonfiglio-Bains – Founder

Emma Bonfiglio – M.D



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