

# 8 KEY TIPS

## Enabling Effective Recruitment and Selection

1

### Ensure Role Clarity

Develop clear job descriptions and check the appropriateness of the essential and any desirable criteria.

2

### Interview Preparation

Prepare structured questions asking for examples and agree model answers.

3

### Structured Interviews

Create a welcoming atmosphere, enable a two-way conversation, asking questions, probing, actively listening and taking notes.

4

### Assess Fit

Assess if the candidate responses met the requirements including organisational values.

5

### Criteria-Based Decisions

Evaluate and base decisions on a full assessment of the answers provided against the agreed criteria to enable a merit-based decision.

6

### Equal Opportunities

Apply the selection criteria and process equally to all candidates to ensure fairness and in line with equality of opportunity.

7

### Complete Pre-Employment Checks

Offer the job, check for evidence of right to work, any required qualifications or any other pre-employment checks required.

8

### Document Decisions

Record the rationale behind hiring decisions.



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