

# *Business & Management*



**Recruitment**

The webinar will begin shortly...

**acas** working for everyone  
to resolve and prevent  
workplace problems

## Recruitment



# Key points

- **Recruit the right person for the job**
- **Avoid discrimination in job adverts and during the selection process**
- **Plan and structure interviews**
- **Organise a carefully planned programme of induction**

# Essential documents

1

Job description

4

Equality and diversity  
monitoring form

2

Person specification

5

Information about  
the employer

3

Job application  
form

6

Job offer template

# Selecting candidates

- Advertise the job
- Sift applications
- Conduct interviews
- Make a decision
- Make offer
- Undertake pre-employment checks



- [Recruiting staff](#) Acas guidance
- [Recruiting an employee](#): A step-by-step guide
- [Starting staff: induction](#) Acas guidance
- [Hiring staff tools and templates](#)
- **Acas training courses:**
  - Recruitment selection and retentionFind a course in your area at <https://obs.acas.org.uk/>

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## **THANK YOU FOR ATTENDING**

This webinar is part of a six part series presented by BAM  
and ACAS on common staff problems

### **Contact the Business & Management Faculty**

[icaew.com/bam](https://icaew.com/bam)

✉ [bam@icaew.com](mailto:bam@icaew.com) ☎ +44 (0)20 7920 8508

@ICAEW\_finman

🖱 [icaew.com/joinbam](https://icaew.com/joinbam)

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