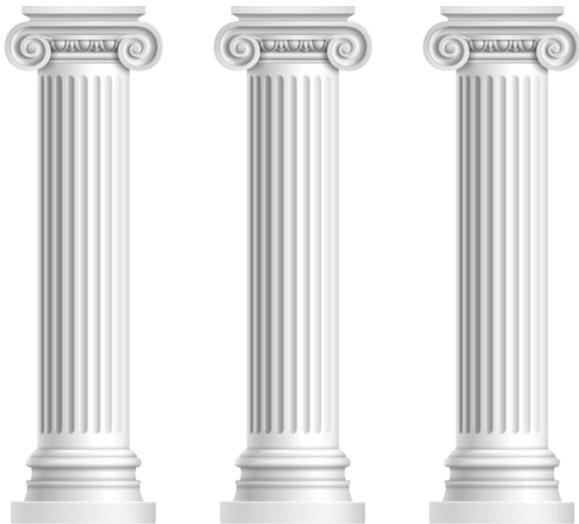


Business & Management



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

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