

Getting the right person for the job

By Kate Cobb



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Synopsis

This article gives a comprehensive overview of the selection process. It focuses especially on the importance of the person specification in recruitment, leading to clear job advertisements and logical interviewing questions to ensure you select the ideal person to fill your vacancy.

How to ...

How to design a recruitment process and recruit the right person for a job.

How to write a job description and a person specification for the job.

How to manage the interview process and interview candidates.

Kate Cobb

Kate Cobb is an experienced training consultant working internationally with public, private and not-for-profit organizations. A previous senior manager herself, her specialisms include management, leadership, personal development, communication and team working. She coaches senior executives and is also an author of training publications on a variety of topics aimed at managers and trainers. Kate lives in the South of France.

Introduction

You have a vacancy and you want to fill it right away with the right person! Sounds simple doesn't it? However, those who have taken part in recruitment exercises over the years know that it's not that straightforward.

This article will assist you with the recruitment process, with the objective of not only getting *someone* with the ability to fill your vacancy, but also getting the RIGHT someone who will do their job well.

"You're only as good as the people you hire"

***Roy Kroc
Founder of McDonalds***

Why recruit?

Recruitment is the attraction of the most suitable candidate to fill a vacancy.

Selection involves choosing the best candidate(s) from those attracted by the recruitment process. Sound recruitment and judicious selection will cut further recruitment, training and redundancy costs, reduce disruption, improve efficiency and, hence, greatly contribute to the achievement of specific