

BSP Recruitment Process

Update Organisation Chart

- Show how the role fits into the wider organisation

Position Description

- Create or Update a Position Description
- Clarity on Roles & Responsibilities
- Develop an Ideal Candidate Profile

Compensation Review

- Updated list of all roles and salaries or pay rates
- Assess internal pay range for the role versus internal comparables and market
- Set the role range and cap.

Recruitment Process

- Internal existing employee communication – no surprises.
- Compile any previous Ad copy?
- Are there any Industry candidate directories?
- Recruitment Provider – Yes or No?
- Advertising and screening candidates – represent the BRAND well in all candidate communications.
- Review and update the Interview Guide - interview messaging:
 - Strategy
 - Security
 - Career Opportunity
 - Personal Development
- Update the Employee Contract
- Letter of Offer and Contract

On-Boarding

- Develop a Role-Specific on-boarding checklist.

Supporting Documents and Tools

- Organisation Chart
- Position Description Template
- Interview Guide
- Letter of Offer
- On-boarding Checklist
- 30/60/90 Day New Employee Checklist

Each Client should develop a Standard Employee contract. It is recommended that the Position Description is an Appendix, rather than part of the contract body.

09 August 2021