

CORPORATED MANAGEMENT / HUMAN RESOURCES

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PAGE: 06



10 BE DIRECT AND CLEAR
Write an accurate job specification for the role that you are recruiting for. Be sure that the job specification is relevant to your needs. Do not be vague, but also be realistic. Emphasise what you must have and what you want. Identify which skills are necessary from the start and which can be developed over time.



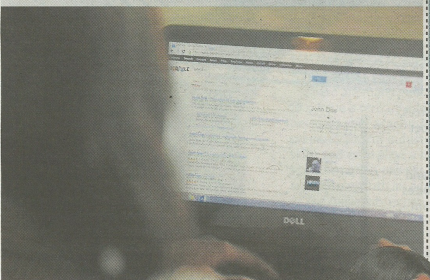
9 GET THE WORD OUT
Host events, advertise in newspapers or websites, and also use alternative advertising such as signs, billboards or online means, to be seen as an engaging company. Spread a message of why it would be exciting to work for the company.

8 DO A QUICK BACKGROUND CHECK
Do a background check of the future employee before recruiting them. The resume that the employee sends might not be altogether true. Be broad and thorough in your search. The background checks should include the applicants' education and employment history. Contact their referees.

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**TOP 10
RECRUITMENT
TIPS FOR NEW
EMPLOYERS**





5 BE PATIENT
The ideal scale to gather candidates is between two and three weeks, two weeks to do the interview and one week for an offer to be made and accepted. All together it could add up to six weeks, provided nothing goes wrong.

6 DON'T JUST ASK STRAIGHTFORWARD QUESTIONS
Straight forward questions may lead candidates to give text book answers. Try asking the question in a different manner, using an example or an analogy. Don't let the question suggest an answer for them.

7 PRACTISE DIVERSITY
People of different cultures and backgrounds would bring a variety of experience and perspectives to your company. Recognise and embrace cultural differences as something that can work to the company's advantage.

4 CONNECT WITH YOUR POTENTIAL CANDIDATES
Enter into the world of talented potential recruits, whether it be at networking events, conferences, forums or the like. Take notice of the potential candidates and get to know them. You might just be able to land some talented people into your company.





3 LOOK FOR TRANSFERABLE SKILLS
He or she might not have skills related to your specific industry, but the candidate might just have transferable skills for your company's use. Such skills are, for example, problem solving abilities, customer service skills, and the ability to work independently.



2 GET EMPLOYEES TO JOIN IN THE HIRING PROCESS
Your employees can recommend excellent candidates to your firm. They could also assess potential candidates to see whether they would fit into the company. This way, if the candidate was hired, employees would be more committed to help the new recruit succeed.

1 PURSUE THE BEST
Recruiting candidates can sometimes be a bit of a chase, as all human resource leaders would say. Some candidates may even need to be wooed. If you have identified a top candidate that would fit into the company, make an attractive offer. Good luck.