





## Step 1: Prepare an Effective Job Description

Writing an effective job description is the first step to attracting the right candidates Care 24/7 Healthcare Ltd. Job requirements, tasks, working conditions and advantages of the position should be clearly described so as to cut time wasted on examining and rejecting unsuitable applications.

An effective job description should include the following:

- **Position title**—Avoid using a title that's unique to Care 24/7 Healthcare Ltd and make sure it can be understood by everyone in your industry.
- **Information about Care 24/7 Healthcare Ltd**—A few lines to explain your business and why a candidate might be interested in working for it (e.g., mission, values, recent awards, etc.).
- **Job description**—Tell candidates what contribution they will be making by summarizing the most important tasks that the successful applicant will be required to perform. Be sure to highlight what makes the position unique and exciting.
- **How to apply**—Applications can be done online, in person or by mail. Download application form from website or request one to be sent out or come to the office to collect a form. Ensure all sections applicable to a candidate are completed and relevant documents provided.

Give a deadline date and time.



## Step 2: Use The Right Recruitment Tools

Once your ad is written, you need to find the right way to promote it. Two factors will determine the best choice: Care 24/7 Healthcare Ltd's budget and the type of candidate you are looking for. Remember that using more than one tool increases your exposure.

It's important to keep track of the results. (This can be as simple as asking people how they heard about Care 24/7 Healthcare Ltd.) In time, this will help you determine which recruitment tools work best.

List of tools Care 24/7 Healthcare Ltd use to publicize Vacancies and attract candidates.

- **Online job boards**—Job boards are one of the simplest and most cost-effective ways of reaching potential candidates. Because of the sheer number of jobs available on these websites, however, it's important that you make your job ad stand out from the pack. General Online job boards include sites like: Job seekers, Indeed, Monster Jobs and Reed.
- **Social media**—Social media sites like LinkedIn have become powerful tools for recruiters. Not only do these sites allow you to post job ads on your accounts, but they can also be used to identify and recruit candidates that possess specific skills.



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- **Advertising**—Advertising in traditional media can be effective if you choose a publication that targets the type of candidate you are looking for. For instance, Advertising in industry publications or in the newsletters of professional groups.
- **Employment Agencies**—Employment agencies can be costly but can save you a lot of time by handling the advertising, screening and reference checks, sending you only the applications that meet your requirements. They can even handle the interviewing.
- **Your website**—If you receive enough traffic, your website can act as an ongoing recruitment tool. You can create a career section or post vacancies on your home page.
- **Word of mouth**—Word of mouth, or simply telling your employees, friends and colleagues about a vacancy, is a time-tested and often effective recruitment strategy. Ensure employees are treated well as they will tell others what a great organisation Care 24/7 Healthcare is. Offer a referral fee (usually less than the cost of an outside agency) if they recruit someone.
- **Job fairs**



## Step 3: Do A First Screen of the Applicants

Once you've received application forms and made an initial selection of interesting candidates, the next step is to do an initial screen of candidates. The more careful you are at this stage, the less time you'll lose at the Interview stage.

- **Standardized testing**—Tests can help you find the applicants whose skills, talents or values most closely match your ideal. Testing can assess cognitive skills, emotional intelligence, character, work preferences, etc. The tests should be administered and interpreted by external or in-house certified specialists, and can be provided by specialized companies (which can also provide online tests). Service Canada offers an informative look at worker assessment tools.
- **Realistic Job Previews**—Realistic Job Previews are designed to prevent applicants from taking jobs that they have little knowledge of, or are not suited to perform. A RJP is a recruiting tool designed to reduce “early” turnover by communicating both the desirable and the undesirable aspects of a job before applicants accept a job offer. RJPs can be in the form of videos, oral presentations, job-shadowing opportunities, and pamphlets or brochures.



#### **Step 4: Interview The Best Candidates**

The interview is your opportunity to confirm the candidates' qualifications, determine if the job matches their expectation and see if they fit in with your company culture.

Care 24/7 Healthcare uses two types of interview questions:

##### **Behavioural questions**

These types of questions help predict future behaviour by asking about past behaviour. They can help you assess the person's self-confidence, creativity and problem-solving skills.

##### **Situational questions**

These types of questions present the applicant with potential situations they could face on the job. This can help you evaluate the person's knowledge, skills and work methods. These questions usually start with, "What would you do if...?" or, "How would you X...?"

When deciding, use a point system or an analysis grid to compare and rank the strengths and weaknesses of the interviewees.



#### **Step 5: Offer the job**

When you have selected your front-runner, call and offer the position. If necessary, give the candidate a few days to decide. Once they have confirmed, send a letter of offer that states in writing what was discussed over the phone.

### **Recruitment Plan Review**

A Director will review this Recruitment Plan at least once a year to make any updates needed.

### **Authorisation and Signature**

This Recruitment Plan is the authorised version agreed by the Directors of Care 24/7 Healthcare Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

**Director**