Key Elements of a Thorough Recruitment Process

Part 6 - Keeping Employees Longer!

Protect your Investment!

Parts 1-5 of our 6 Key Elements of a Thorough Recruitment Process are complete – You have Got Your Man (Person) Now Keep Him!.... Through the formative part of the New Employees position, you will have invested heavily in his/her success through recruitment costs, any training costs, below par productivity whilst they settle in and learn your processes.... You have a right to a return on that investment in productivity – however you measure it. It is therefore important for you to protect your investment. Too often – too many new employees leave prematurely – when you might reasonably expect to retain them for 2 or 3 years on average.

Reasons for Early Termination (formative months) of new Appointee

Incorrect appointment – candidate not as expected – you will not always get it right – if training and mentoring wonʼt work – get ʻridʼ and start again as soon as you realise it. Thereʼs never a Silk purse from a Sowʼs ear! (Donʼt Rush your recruitment process!)

Right person – BUT employer does NOT effectively support.... Insufficient induction / training

Left to own devices

Does NOT get on with team – perhaps not previously met in recruitment process Job responsibilities / demands differ from those described during interviews Promises and Terms not met, or are unachievable......... It is often difficult for a new person to join a new team for various reasons Make a welcome last with appropriate induction support Have regular 2-way meetings during early months as necessary - listen and react accordingly. Provide encouragement and recognition as appropriate.

Avoid Premature Termination

You should expect a reasonable period of employment from a new starter – typically c3 years on average these days. You need a good return on the investment in each employee. Everyone is an essential member of your team – and to again emphasise People are Your Most Important Asset – They are also Expensive, so: Donʼt take them for granted People need ʻmaintenanceʼ from time to time Communicate with both teams and individuals regularly Have regular 1 to 1 appraisal – formally and informally – you will be surprised at what you can learn – listen to ideas, needs and wants - they can often be to YOUR BENEFIT! Make everyone feel valued! Simple things like – Thanks, Well Done, a Pat on the Back – go a long way!

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