**An guide to recruitment and selection processes**

Recruitment and selection are important processes for businesses. It sets the tone for the type of employees companies seeks to attract and has the potential to impress and engage top talent before they set foot in organisations. Learning about this is essential for businesses in efficiently recruiting suitable candidates, saving businesses time and resources. In this article, we explain the recruitment and selection process and how it helps enterprises find ideal employees to fill roles and provide useful tips for recruiting applicants.

**What are recruitment and selection processes?**

Recruitment and selection processes refer to the procedure of finding suitable candidates for a company to fill job positions. It involves identifying the requirements of a job, advertising the position, defining the requirements of the position and job holder and choosing the appropriate candidate for the job. Following each step of the recruitment process and being thorough leads to better retention rates and hires. Hiring managers are responsible for overseeing and undertaking this process to ensure organisations achieve their hiring goals and objectives.

**Related:**[**6 stages of an effective recruitment process**](https://uk.indeed.com/career-advice/career-development/recruitment-process)

**How to perform recruitment and selection**

Here are seven steps in the recruitment and selection process:

**1. Perform a job order**

The first step to recruiting and selecting ideal candidates is obtaining the job order from the client. Knowing what the job order entails gives you a baseline of which information to include in your recruitment process. This typically comprises information about the position you're filling and a well-written job description.

When you and your recruiting team are clear on the duties and requirements of a position, it saves time and money throughout the process. Before recruiting to fill a vacant role, ask the client questions to further understand the job order. Get details such as job title, a detailed description of the job, required and preferred qualifications, location and salary range.

**Related:**[**How To Write a Job Requisition: a Step-By-Step Guide**](https://uk.indeed.com/career-advice/career-development/job-requisition)

**2. Source candidates**

After fully understanding the open position, source for candidates. Sourcing for candidates ensures you attract both passive and active candidates. Active candidates are those intently looking for work, while passive candidates are those already in a job position but looking to switch careers. It's possible to source candidates either externally or internally. An internal search involves identifying ideal candidates from within the organisation and encouraging employees to refer candidates who can be a good fit for the role. An external source involves the tools and sources like online job boards, social media, recruiting databases and networking.

**Related:**[**Internal recruitment: definition, benefits and tips**](https://uk.indeed.com/career-advice/career-development/internal-recruitment)

**3. Screen applicants**

Once you've sourced candidates, begin screening your applicants. The screening process allows you to learn more about each candidate to narrow your pool to suitable applicants. It's possible to manually screen candidates by reviewing their CVs and using ATS to identify and reject applicants. Alternatively, conduct telephone screenings and include a variety of pre-screening interview questions for applicants to answer. During screenings, be sure to ask behavioural interview questions to learn more about your candidate's personalities and how they function in difficult situations. Remember to create candidate scorecards to rank every applicant and track their responses.

**Related:**[**What is the recruitment screening process? And how to do it**](https://uk.indeed.com/career-advice/interviewing/screening-process)

**4. Shortlist candidates**

After screening applicants, shortlist them. Shortlisting is the process of identifying candidates from your applicant pool who meet the requirements and criteria for the open position. Recruiters usually advance anywhere from four to six candidates from their pool. These are the candidates you invite for a face-to-face interview with your client. Narrowing down your pool is challenging, but these tips help you build a shortlisting process that ensures you're interviewing suitable candidates:

Determine your criteria for shortlisting

Determine the criteria a candidate has to meet to earn a spot on your shortlist. There are numerous criteria to choose from, depending on the specifications of the role and the expertise required. For instance, a highly-specialised role like medicine may require candidates with advanced educational qualifications, while skill-based roles such as plumbing requires applicants with hands-on experience. Develop a criterion that balances between high standards and strictness to ensure good quality candidates move forward. In general, the shortlist criteria may include educational qualifications, work experience, training and competencies.

Create a scorecard

After determining your criteria, create a shortlist scorecard. Creating a scorecard allows recruiters to compare candidates, ensuring they can easily identify applicants who meet the requirements. Make a chart that lists the criteria for the shortlist, include spaces to assign a score for each criterion and decide on a clear scoring system. For example, use a scale of one through 10, with 10 being the most suitable standard and one indicating a poor score. This ensures you apply each criterion consistently and fairly across candidates.

Determine the length of your shortlist

Determine how many candidates your team intends to hire before beginning the interviewing process. For example, if your team only wants to hire one candidate, shortlist four to five candidates. Considering how many professionals you may require for the role and the success rate of interviews within companies helps you determine how many candidates to shortlist. During the process, remember the number of professionals you plan to put on your list to ensure you only make a note of qualified candidates.

**Related:**[**10 common recruitment challenges for HR professionals**](https://uk.indeed.com/career-advice/career-development/recruitment-challenges-for-hr-professionals)

**5. Interview candidates**

After narrowing down your candidates, interview successful and qualified applicants. This can be in person or via video, depending on the location of the applicant. During the interview, take notes, ask questions, study the applicant's body language and provide feedback afterwards. Interview questions vary depending on the role, but they often consist of general, experience-based and in-depth questions. These questions give you insight into the candidate's personality, values, knowledge and work experience. Use an interview scorecard to rank and compare candidates on things like skills, education and experience.

**Related:**[**71 good interview questions to ask candidates**](https://uk.indeed.com/career-advice/interviewing/good-interview-questions-to-ask)

**6. Conduct testing**

Once you interview candidates, consider conducting a job-fit test. A job-fit assessment test helps you and your client assess whether a candidate is a good fit for the company. It also helps determine whether a candidate has the skills, work style, knowledge and personality required to succeed in the role. Job-fit tests involve asking a series of questions that candidates answer correctly. This may include questions about the candidate's background, contact references and employment history. Recruiters normally verify this information to ensure there's no miscommunication about the applicant's experience.

**7. Extend a job offer**

After verifying all the necessary information, extend a job offer to the qualified candidate/s. Hiring managers usually provide an offer letter with details about the start date, compensation, performance expectations and working hours. The job offer may also include a comprehensive onboarding process to welcome new employees to companies. This helps new hires learn what to expect on their first day, how to prepare for work and the company's culture. It's essential to be available to new employees throughout the onboarding process to answer any questions and comments they may have.

**Related:**[**How to write a letter of acceptance (with template and examples)**](https://uk.indeed.com/career-advice/career-development/letter-of-acceptance)

**Recruitment and selection process tips**

Here are three tips for a successful recruitment and selection process:

**Refine and optimise the hiring process**

Each step of the recruitment and hiring process impacts the applicant experience, from the moment they see the job posting to their first day at their new job. This makes it crucial to make the entire process as easy and pleasant as possible. This positively reflects your employer's brand and encourages more suitable candidates to apply for the role. Here's how to refine the hiring process:

* Make it easy to fill out the required entries.
* Eliminate annoying tasks such as re-entering various pieces of information.
* Make your applications mobile-friendly to ensure candidates who search for jobs using their phones can apply.
* Make it easy to schedule a screening call.

**Related:** [**The stages of the hiring process and how to prepare for them**](https://uk.indeed.com/career-advice/finding-a-job/hiring-process)

**Write an attractive job description**

The job description is a crucial aspect of recruitment, which can make or break your hiring success. For example, a poorly written job description with vague information about the responsibilities of the role is less likely to attract top talent. A well-written description with in-depth information clearly describing what you're looking for attracts ideal applicants for the role. Take time to develop the job's description and outline the duties of the position and the compensation for performing the duties. The goal is to build the description above and beyond the usual tick-boxes of requirements and qualifications.

**Related:** [**Job profile vs. job description: definitions and differences**](https://uk.indeed.com/career-advice/finding-a-job/job-profile-vs-job-description)

**Expand your candidate sources**

When you post job applications on specific job boards, you miss out on qualified candidates who don't visit those sites. Expand your candidate sources by looking at social media, CV databases and even offline. Consider also advertising in newspapers and magazines to increase your talent pool.

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