

Recruiting



What is Recruiting?

Recruiting at Here is about finding people to join us who not only have the right skills, experience and expertise but who will also thrive in our organisation and help us achieve our organisation's purpose.

Seeing it in action

You can find colleagues in Practice Unbound and Learning & Development who do this well

Contact them to arrange a chat

Training in the practice

You can access introductory and refresher training.

Contact the Circus team to discuss training

Learning resources

This document and related worksheets offer an introduction and learning reference for 'Recruiting' practices.

See overleaf to read more

How we do things 'round Here

At Here we have some key practices and ways of working that support us to realise our purpose to create more possibilities for care in every moment.

They are a set of practices for developing our work together, sharing information, supporting ourselves and others and making good decisions.

They are the gathered experience and expertise from across the organisation and are practical resources and training for:

- Recruiting
- Onboarding
- One to ones
- Meetings
- Courageous conversations
- Making good decisions and acting wisely
- Creating impact together

Speak to the Circus team to find out more

How we recruit at Here

We recruit well by giving candidates opportunities to meet us and for us to get to know each other. A potential candidate can find out about the job, the team, the people and our purpose. We can find out if they have the skills and knowledge we need and if they are a good fit for us.

1.

Pause to understand need & opportunity

Before beginning a process, get clear on what the need and opportunity is. Do you just need to fill a vacant role? Is there an opportunity to rethink how you meet the present needs or evolve your team for the future? What assumptions are you making about what the need is?

2.

Recruit purposefully

Decide what you intend to pay attention to in seeking to meet people. Define what is important as far as a candidate's:

- Sense of purpose
- Fit with the role – skills, knowledge, expertise
- Fit with the team and ability to help it progress
- Fit with our organisation's purpose
- Values
- Aptitude and appetite for learning

3.

Seek advice

Ensure the decisions and actions you intend to take are wise and look after all the interests of the people we serve. Have you consulted with HR for their expertise and input? Do you need leadership, budget or strategic advice? Have you fully utilized your peer's experience to guide you? How could your recruiting intentions work with others in the organisation also looking to recruit?

4.

Reach your people

Consider where you might be likely to find the kind of people you are looking for. Do you want create internal or external interest? What networks might help you connect with them? What channels can you use to reach them? e.g. jobs boards, agencies, social networks, print media

5.

Run a meaningful process

Design the process that makes the most sense for what you are trying to achieve. Think about what's going to tell you and the candidate if we are a good fit for each other. Consider the kind of experience you want to create for those involved. Good recruitment processes invite people to show up as their whole selves, are purposeful and practical (see over for tips on designing a good process).

6.

Onboarding

Onboarding is how we bring people into our organisation well. This begins from the very first encounter with our organisation.

Resources available

'Onboarding' contains guidance and resources for doing this well

Recruiting where you are

These hints and tips can help you run a good recruitment process where you are:

Take your time

If your recruitment feels rushed then it probably is. Doing things quickly doesn't always help us make good decisions. Taking your time can help you design and deliver a process that gives you the best chance of finding the people who will grow into their roles and stay with the organisation.

Involve current staff

Involve people who are doing the job or work in the team. The benefits go both ways as the team member gets a chance to reflect and re-examine. And having staff members in the group task reduces competition between candidates.

Begin Onboarding before appointing

By offering opportunities to meet people, understand the role and to reflect on organisation and team purpose we can begin a great Onboarding process and help people arrive well and make a good start.

No surprises

We can help candidates to shine and demonstrate their skills and knowledge by taking as much of the surprise out of the process as possible. We can reduce stress and help them prepare by telling them what is going to happen, where and with who.

Be practical

Consider asking someone who is doing the job to design a practical task or experience for your candidate. They know the skills that will be needed and the best knowledge to design an engaging activity that will enable people to demonstrate those skills.

Take time to connect

Taking time to get to know each other is vital. For a more senior role a whole day to come and meet us may be appropriate but isn't always possible for every role. Some organisations have up to 20 one to one meetings before offering someone a job.

Example: How Workflow recruits

- One page Profile
- Zoom / phone call
- Application form
- Shortlisting
- Candidates are invited for a half day process:
 - Whole person check in: Introductions with an object
 - An opportunity to speak one to one with someone who is doing the job.
 - A group session on how we connect to Here's Purpose, Beliefs and Commitments
 - a practical group task to demonstrate skills and co-working
 - Interview
 - Reflecting on learning from the morning and check out