



Your Recruitment Health Check

For businesses that take the state of their Recruitment and Resourcing seriously.



Please spend some time completing this short questionnaire. We'll benchmark your results and produce an overview of how you could shape up your recruitment and resourcing strategy to save time and money and secure top talent to your business.

Business Strategy

- ★ Do you have an articulated business strategy?
- ★ Do you have a people strategy?
- ★ Are the business leaders in your organisation setting clear organisational goals?

HR And People Management

- ★ Do you have an HR department?
- ★ Do you monitor the performance of your HR function?
- ★ What is the total number of employees at the business:

Process

- ★ Do you have a documented recruitment process?
- ★ Do you have an employee referral scheme?
- ★ Do you have a different process for recruiting temp-perm staff?
- ★ Do you know how long your temp staff have worked for you for?
- ★ Do you have the candidate's onboarding process mapped out through to probation sign off?

Planning

- ★ Do you have a candidate attraction strategy?
- ★ Do you have a manpower plan?
- ★ Does your business have busier times of the year than others for staff?
- ★ What is your sickness-absence record like?
- ★ Do you plan for sickness and absence?
- ★ Please answer these in relation to activity in last 12 months.?
- ★ Total number of offers made
- ★ Total number of offers accepted.....
- ★ Total number of starters
- ★ Average time from job requisition to job offer (days)
- ★ Average cost per hire.....

Sourcing Methods?

- ★ Where do you advertise your job vacancies? (tick those that apply)

<input type="checkbox"/> Job Boards	<input type="checkbox"/> Social Media
<input type="checkbox"/> Company website	<input type="checkbox"/> Local Press
<input type="checkbox"/> Radio	<input type="checkbox"/> Trade Magazines
<input type="checkbox"/> National Newspapers	<input type="checkbox"/> Recruitment Agencies
<input type="checkbox"/> Referral Scheme	<input type="checkbox"/> Other
- ★ Do you know which candidate attraction methods are more successful?
- ★ Do you use Social Media to recruit?
- ★ Does your spend on recruitment give you value for money?

Recruitment Skills?

- ★ Do those involved with recruitment have the skills to do the job?
- ★ Are your recruiters qualified to do the job? (tick those that apply)

<input type="checkbox"/> The Chartered Institute of Personnel & Development	<input type="checkbox"/> Other
<input type="checkbox"/> The British Psychological Society	
- ★ Do you offer your recruiters training and development in how to recruit?
- ★ Do you monitor those involved with recruitment's skills in recruitment? ..

Diversity?

- ★ Do you monitor diversity in recruitment?
- ★ Do you positively discriminate in your recruitment processes?
- ★ Do you train your managers on their requirements to comply with diversity legislation?

Employer Brand

- ★ Who is responsible for your Employer Brand?

<input type="checkbox"/> HR	<input type="checkbox"/> Marketing	<input type="checkbox"/> Other
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- ★ Do you have an Employee Brand ?
- ★ Do you have a differentiated Employer Brand?

Candidate Management

- ★ Do you have a mapped Candidate Experience process flow?
- ★ When do you pick up the phone to first speak to your candidates?

<input type="checkbox"/> At job application	<input type="checkbox"/> At telephone interview
<input type="checkbox"/> Before face to face interview	<input type="checkbox"/> At assessment centre
<input type="checkbox"/> At job offer	<input type="checkbox"/> At rejection
<input type="checkbox"/> Other	
- ★ Do you regret your candidates by letter, email, face to face or phone?...
- ★ Do you offer your candidates by letter, email, face to face or phone?
- ★ Do you use an automated Candidate Management System (ATS)?

Customer Service

- ★ Do your recruitment processes add value to your business?
- ★ Is there an escalation route for when things go wrong?
- ★ Are your customers likely to be potential candidates?
- ★ Do you ask your new recruits what they enjoyed about their recruitment process?

Benchmarking

- ★ Do you measure the recruitment activities of your competitors?
- ★ Do you contribute to any HR discussion forums?
- ★ Do you read any HR publications?

Your Name
 Company Name
 Your role in the organisation
 Email address
 Telephone (optional)
 Comments (optional)

Thanks for filling in Your Recruitment Health Check. Your bespoke report will be sent to you shortly. If you've any questions in the meantime, please get in touch.

www.creative-leadership.co.uk

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