Manager forum
29 July 2020

Monash Health

Best practice recruitment – tips, tools and resources to source and attract the best available talent

Manager forum
29 July 2020

Optimising recruitment outcomes

Some context:

- Significant changes have occurred in the recruitment space; unlikely that we will return to the "old way" of doing things

- A streamlined, robust recruitment/talent acquisition function is critical to our operations

- We need to make sure we source and select the best

Some changes we're seeing

- Larger numbers of people looking for work

- Face to face interviews no longer viable

- Reference checking needs to be quicker

- Onboarding/ induction for new employees, especially those working from home

Consider the recruitment life cycle

- At each stage, what tools can we use to make our selection task easier?
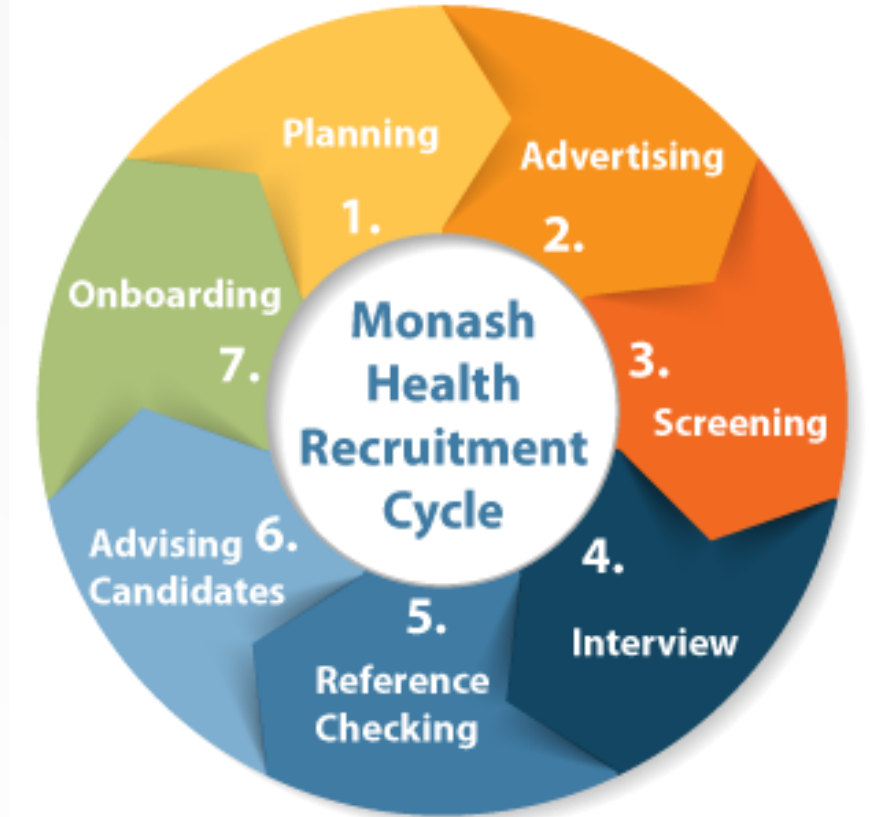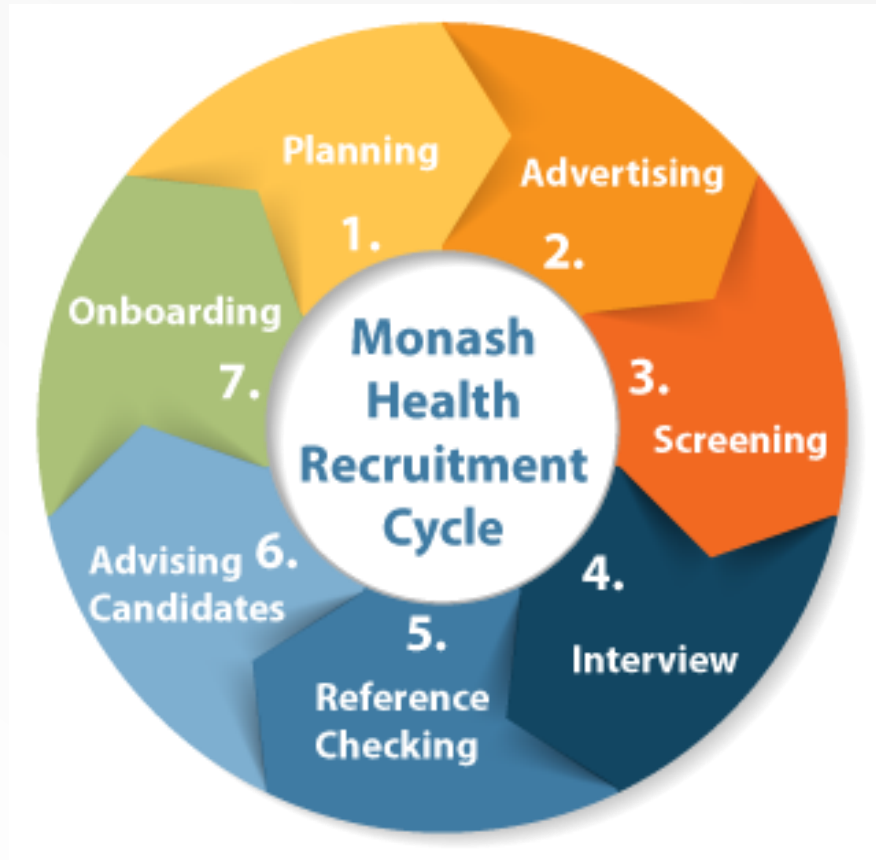
1. Planning

- ensure the Position Description is:
  - current
  - sharp
  - accurate

- be clear about what skillset/person specification will best suit your team

2. Advertising

consider:
- large candidate pools
- where to advertise
- ad copy – a "day in the life"
- how long should the job be open?
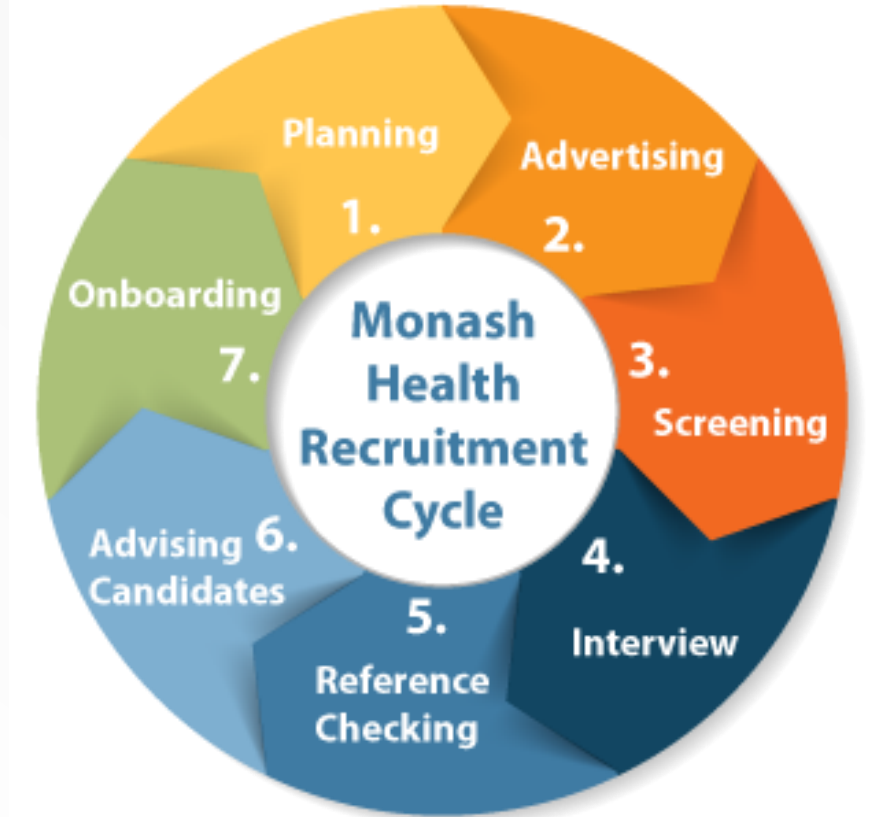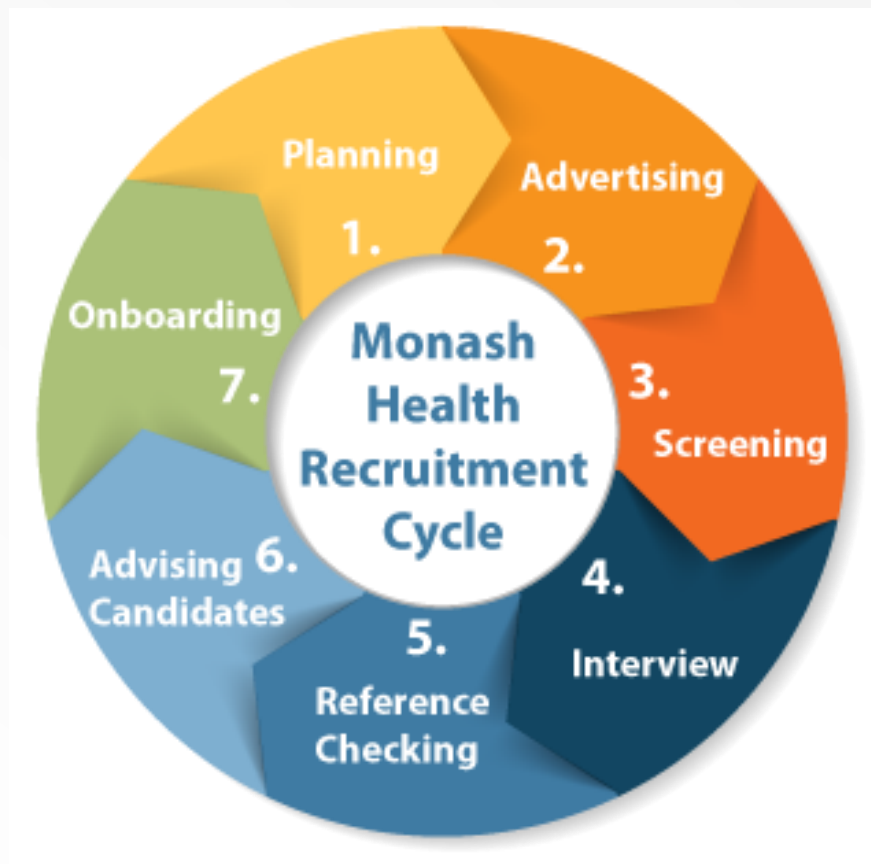- ask questions

c

3. Screening

- range of options to assist:

  - use mandatory questions in Mercury to "screen out" unsuitable applications
 - video interviews can be used to further qualify skills and experience

4. Interviews

- assessing team "fit" remains important

- person to person interviews can take place over:
   - SONRU
    - Webex
    - Zoom, etc

5. Reference checking

- Historically too slow and has held up recruitment decisions
- using the Xref platform has helped us complete recruitment more quickly
  - average turnaround time 32 hours
  - better quality information
- consider collecting the reference in person/over Webex
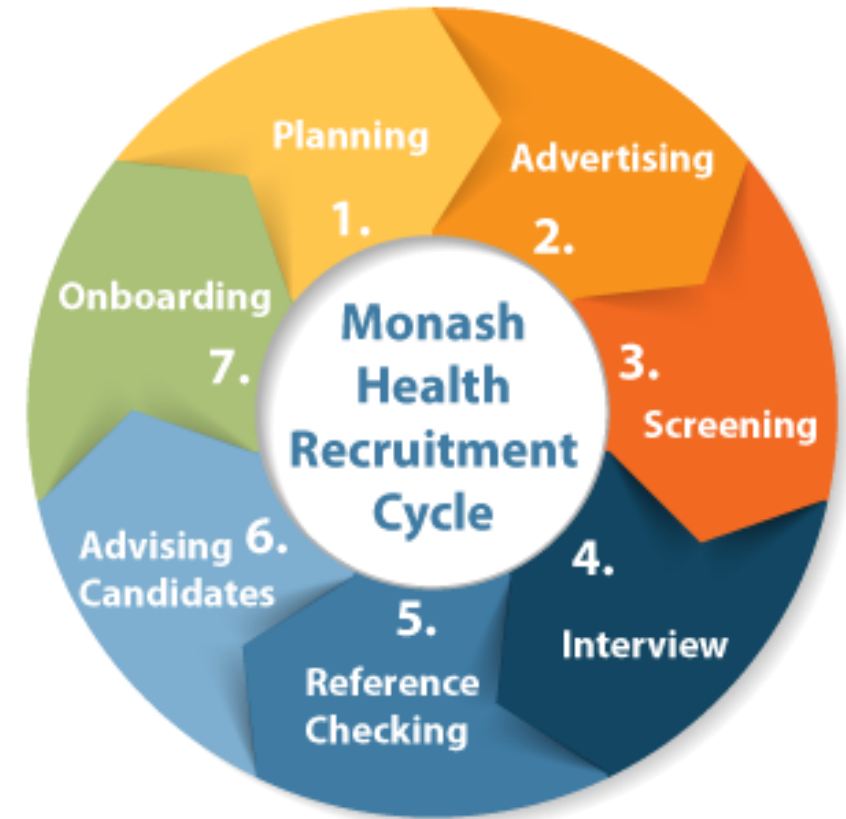
6. Advising candidates

- the fun part: offering the position

- personally advise outcomes to all candidates who have been interviewed

- provide constructive feedback to candidates who have been unsuccessful at interview
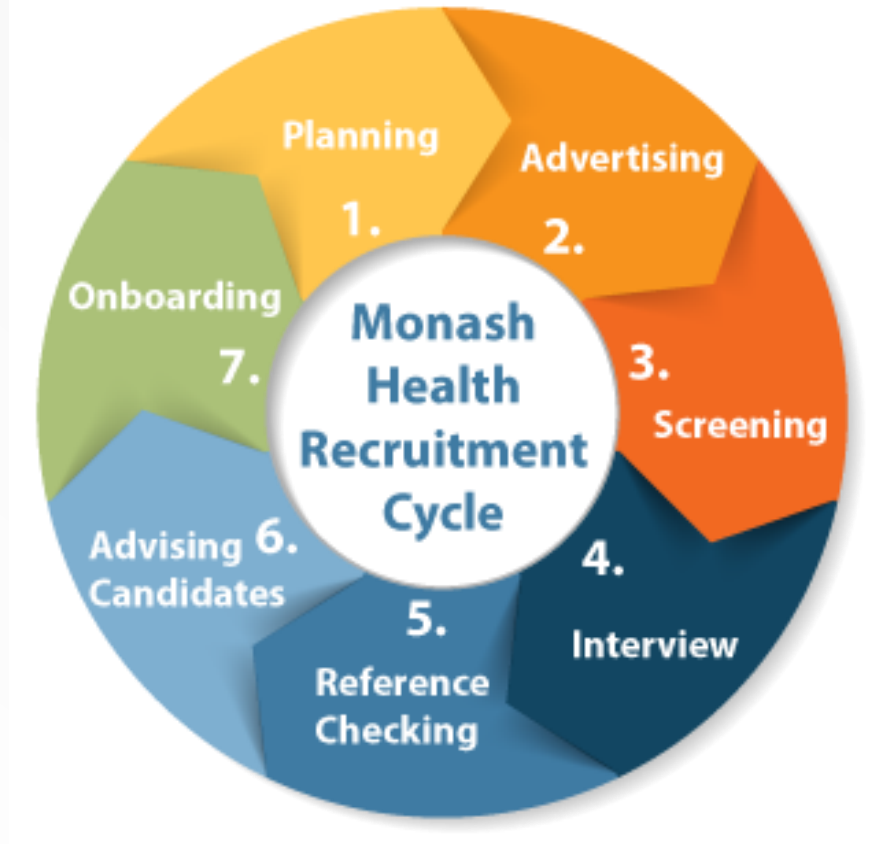
7. Onboarding

- what will be most effective in helping your new starter settle in quickly?
  - on-site introduction in person
  - set them up with a buddy
  - regular meetings over Webex

In summary: range of tips, tools and resources to support effective recruitment

Monash Health