

# 4 STEP RECRUITMENT HACK CHECKLIST

The **true success** of **any business** can be measured by the relationships within the organisation. Creating and nurturing **positive relationships** between the Employer and New Recruits are key to the **ultimate success** of any business.



## Why Relationships Matter in Recruitment

Strong workplace relationships don't just boost morale they build loyalty, improve communication, and reduce turnover. By focusing on connection from the very first handshake, you're setting the foundation for **long-term success**.

## 50% of New Hires Quit within 120 days!



It is not unusual for **50 percent** of an organisation's employees to leave within **120 days** of hire. If you then consider that the average cost per hire is around \$10,000, you soon realise that this is a part you really want to get right! The time it takes to fill a vacancy has **doubled since 2010**, it now takes **68 Days** on an average to fill a vacancy.

**50%**  
New Hires Quit  
within 120 days

**\$10K**  
Average Cost  
per hire

**68**  
Days to Fill  
a vacancy

# The 4-step Process – Quick guide

Here's a **foolproof 4-step checklist** that you can use time and again. Perfect for staying in line with legislation, running a foolproof recruitment process and hiring the right people who stay longer and are more productive!

1

## 1. Scope

The true success of any business can be measured by the **relationships within the organisation**. Creating and nurturing positive relationships between the Employer and New Recruits are key to the **ultimate success of any business**. The key to getting who you want is knowing exactly **who you are looking for**. This step is essential and takes careful consideration to both **skills, culture, and market value**.

2

## 2. Source

Design a campaign that will **drive the right candidates** to your application portal. Different strategies apply to **different positions**.

3

## 3. Select

Conduct **unbiased and thorough Interviews** with your shortlist of candidates. Ensure to **check references** according to a set format

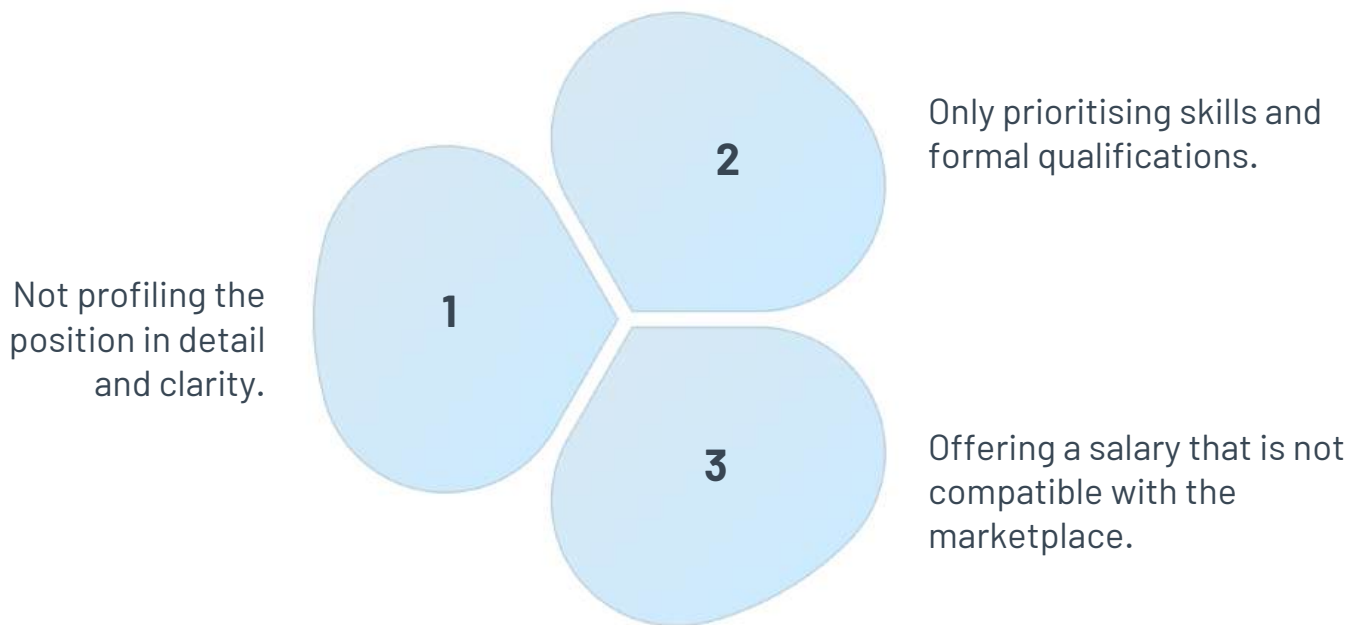
4

## 4. Set up for Success

If you've come this far, make sure your **onboarding process doesn't fall short**. A strong start is essential to ensure your new hire feels **supported, welcomed, and set up for long-term success**.

# Step 1: Scope the Position

*Here are the 3 main stumbling blocks:*



## **Prepare an in-depth job description that answers the following questions:**

What key responsibilities will the employee have? What are the success indicators of each key responsibility? What skills, abilities and qualifications are required to succeed in the role? What essential characteristics and traits that the role requires? How does this role fit within your business structure?

## **Don't chase pink unicorns**

Ensure you research the 'market value' for the position you are looking for and make sure your offer is compatible. Remember, the best people are already employed and would seldom consider conditions and pay that are less than their current arrangement.

## STEP 2 – SOURCE

When it comes to sourcing for the right candidates to apply for your vacancy, there are **two things** to get RIGHT. Your **Pitch** and your **Marketing Strategy** How to attract and where do you find the right candidate? This all boils down to the **power of marketing**. How are we going to entice the right people to apply and how will we reach candidates that are NOT actively looking?



### Write a killer Job Ad

A job advert has always been a marketing pitch. However, in today's environment, it **needs to get noticed** among a tsunami of information. Dull adverts that sounds like a cut-and-paste from a position description, will **simply not engage top-talent**, and last minute, hastily prepared adverts will **rarely hit the mark**. Generally, an ad should be 400 to 600 words.

### Marketing Strategy

Identify **the right sourcing strategy** based on the position you are looking for. Remember to spend time on the planning of this as there is no 'one size fits all'.

***Here are a few known ways to consider:***



#### **Job-Boards**

Facebook, LinkedIn, Snapchat, Twitter and other Social Media



#### **Utilise your Professional Network**

Colleagues, Industry Contacts, Alumni, Referrals



#### **Tap into Existing Candidate Pools**

Recruitment Agencies, Talent Databases, Internal Applicants

# STEP 3 – SELECT

*The 3 keys to conduct a successful interview:*

1

## 1. Aim

Identify the right person to progress into the interview stage, know what skills and attributes you are requiring for the position.

2

## 2. Preparation

Organise yourself for the interview day, do preliminary reference checks, make sure you study the CV prior to the interview.

3

## 3. Structure

Setup a template with specific and relevant questions to make sure you ask each applicant the same questions.

An interview is a two-way **exchange of information**. Make your candidates feel at ease and encourage them to ask questions. **Avoid abstract questions** for the sake of seeing how they react. Always **keep it relevant** to the role.

## Avoid the 3 most common background check errors:

- Not conducting any reference checks
- Not establishing the authenticity of referees
- Relying on 1 reference check only

Whilst it's not illegal to check people's social media profiles, to make hiring decisions based on discriminative grounds are, including a **person's age, race, sexuality** or whether the applicant has **children** or **intends** to have children.

These are all subjects that may be found online, but would be **unlawful to incorporate** in your decision making

## STEP 4 – SET THEM UP FOR SUCCESS



How a new employee is introduced to their workplace has a profound impact on your **success** of retaining them. Understand that the onboarding process is critical, yet many organisations '**drop the ball**' at this stage, relying on new team members to work it out as they go.

**Strong onboarding processes** should include a robust induction process as well as on-the-job training over time. Don't make the mistake of dumping a tsunami of paperwork and manuals on your new recruits as your only means of on-boarding.

### What are the 5 outcomes that an Onboarding Program should achieve:



*Establish rapport*



*Introduce the organisational culture*



*Clarify job role and responsibility*



Familiarise staff with key policies, conditions, and facilities  
—without overload



*Outline the organisational Vision and Mission*

**An effective employment contract** is key to putting a new relationship on a solid footing 3  
Don't leave this to chance!

Following this **4 Step Recruitment Hack Checklist** will give you a better chance to attract, recruit and retain your exceptional staff.

Your team is your **greatest asset**—make sure you attract the right people from the start. With over 27 years of experience helping businesses across regional Queensland, we know what it takes to build **a workforce that lasts.**



Looking for more than just **recruitment tools**? Discover our full range of business **support services**—from onboarding templates and workplace policies to compliance checklists and staff retention strategies. Visit [www.signaturestaff.com.au](http://www.signaturestaff.com.au) to explore everything we offer.

**Vlasta Eriksson**



The people connector, who understands the heartbeat of a business and who to target, helping you tap into the right talent pool quicker and more effective. She is best known as a founder and director of Signature Staff. Established in 1998, Signature Staff is the only Far North Queensland Company that provides a 360-degree Workplace Service, helping businesses with Recruitment, Retention and Compliance.





# UNLOCK YOUR RECRUITMENT SUCCESS

Ready to Transform Your Hiring Process?

## 3 Decades in Recruitment

Join the ranks of successful businesses that recruit right the first time with Signature Staff. Whether you need permanent placements or temporary staffing solutions, our expertise will help you build a team that propels your business forward.

We make Business  
Brilliant and Staffing  
Simple

[www.signaturestaff.com](http://www.signaturestaff.com)





CALL US  
TODAY!



# WHY REGISTER WITH US?



**Quick Communication:** Get prompt, professional communication to keep your recruitment process on track.



**Stay in Our Database:** Access a live database of pre-screened candidates ready to step into your roles.



**Proven Experience:** With over 27 years of recruitment expertise, we know how to deliver results.



**Extensive Network:** Leverage our vast network and local knowledge to find the right people — fast.