Guide to Recruiting

## Plan:

A good idea is to always start with a plan, some questions to consider:

* Where would you like to advertise?
* What kind of person would you like to hire?
* What will this person be doing?
* How will you know this person is the one for the job?
* Are there any things you need this person to demonstrate to get the job i.e. they can lift you?

## Advertise

Once you have your plan, you should be able to write a basic job advert from that. Some things which should go into your job ad:

* Where this person will be working
* The ‘type’ of employee i.e. casual or permanent. If permanent part time, its recommended you put in the hours you want this person to work.
* A brief outline of what they will be doing – don’t shy away from the hard stuff. If they will be showering you, be upfront about it, rather scare away those not up for it here than when you have invested time in them.
* Anything you need them to have i.e. ability to lift, right to work in NZ etc.
* You can advertise the pay rate if you like, its not a requirement, but it can help sort out those who will and wont work for that rate.
* Tell them why they should want to work for you, does this role mean the person gets to take someone to the movies once a week, that’s a great perk to a job!

In general, you want your ad to be short, easy to read, and snappy. Aim for no more than 300 words and use bullet points instead of long pieces of text.

## Review applicants

Scan applicant CV’s for the relevant skills and experience you are looking for. This is probably the most time-consuming part of recruiting, but if you have in your plan what you are looking for it makes it easier to skim CV’s.

It is recommended you reply to everyone who applies, even just a short email saying thanks for your application, but we won’t be proceeding, it is a nice gesture. It helps job seekers manage their expectations. For those who you want to proceed, the next step is setting up interviews.

When inviting people to interviews it is recommended you let them know:

* Time and length of interview
* Date
* Location of interview
* Any expectations you have i.e. you need them to demonstrate lifting a heavy weight safely.

## The Interview

Its highly recommended you perform a structure interview, which basically just means having some questions prepped. During the planning stage you would have thought about your ideal candidate and therefore hopefully have an idea of what questions you want to ask. If you need them to demonstrate something, make sure you have what you need out.

One tip is to ask ‘behavioural’ questions, which means asking them about a time they did something, rather than a hypothetical ‘what would you do in this situation’ an example of a few behavioural questions is below.

Behavioural questions:

* Tell me about a time you got in an argument with someone, how did you resolve it?
* Tell me about a time you had to do something that made you uncomfortable, how did you handle it?
* Describe a time you went over and above your regular task?

Here are a couple of other interview tips;

* Ask a trusted person to interview with you and get their opinion
* If you have uncertainties, ask them back for a second interview, or do a phone interview

Another key part of interviews is taking some notes after; what did you really like about them? What (if anything) set off red flags? Was there anything you want to know more about?

## Deciding on the Person

This is probably the hardest part as this person will likely be working in your home, with you personally. Therefore, you want to judge the people you interview against what you wanted at the beginning.

If you interviewed with a trusted person, ask their opinion, but also keep in mind that ultimately its your decision.

Try voice what it is particularly that you like or dislike about someone, we all have instincts and you can use them, but try avoiding the ‘I just don’t like them’ – think about specific things they said or ways they behaved that sit behind that judgement.

As before, let those who aren’t successful know as well as the one that is successful.

## Offer

When offering a job to a person, you must keep in mind it is a legal transaction. Whether or not you have an employment agreement ready, if you offer and they accept in the eyes of the law that is a legal agreement. Best practice would be offering the person the job via phone and let them know you will follow up with email and attach an employment agreement to the email. You want to ensure you have the employment agreement signed before they start work.

## Some legal stuff

There are a lot of different laws that govern job ads, so a couple of things to note:

* You cannot advertise a role that doesn’t exist.
* You cannot advertise a role at a higher rate and then offer a lower rate. If you are unsure about rate either leave it off the ad or advertise a range.
* You cannot specify ethnicity, race, marital status, gender preference or any other discriminatory aspect on the job ad.

However:

* If this role is for personal care and requires intimate situations i.e. bathing, you can specify a gender preference.
* If you need the person to speak a certain language you can specify a language requirement – but not an ethnicity requirement i.e. Person must speak Mandarin – not, person must be Chinese.
* If the person needs to assist with certain religious practices, you can specify this in the ad, but you cannot specify a religious denomination.

Trial Periods:

If you employ 19 or less people you can rely on the 90-day trial period in which you can fire someone within the first 90 days without them being able to file a personal grievance. However, for this to be counted upon the following criteria has to be met (please note this is not an exhaustive list):

* Employment agreement signed before they start
* Start date specified
* 90-day trial period clause in their agreement
* They have been given sufficient opportunity to seek advice on the agreement before signing – best practice is 2 business days.