



# Maxim Resources

Hire With Confidence



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## Introduction

Making a new hire should improve the performance of your company. Whether you're a Sole Trader looking for your first employee or adding a new member to your existing team, finding the right fit for your position and company culture is critical, as is developing a formal hiring process that is quick, effective, and, of course, legal. This process can be extremely difficult without the assistance of coworkers or a dedicated HR team. This is why we've compiled a handy guide to point you in the right direction.

## Step By Step

The 5 stages of employing someone according to the GOV.UK website.

- 1 Check your business is ready to employ staff
- 2 Recruit Someone
- And Check they have the right to work in the UK
- And Find out if they need a DBS check
- 3 Check if they need to be put into a workplace pension
- 4 Agree a contract and salary
- 5 Tell HMRC about your new employee



## Tips

### Focus on the Job description

When writing a job description, keep the following in mind: Include enough information to attract candidates who are a good fit for the job without being too long or specific, but give enough information to put the inexperienced off.

List the necessary skills, experience, and certifications, as well as a brief description of how the successful hire will be evaluated. You don't want to waste time reviewing dozens of resumes that aren't relevant to your needs, and no one wants to waste time applying for a job that they won't get.

### Use multiple platforms

Make use of all available resources when it comes to recruiting candidates. You should post your job opening on your company's website as well as on industry-specific job boards. Additionally, you should post the job opening on your company's social media accounts.

You could also seek recommendations from your coworkers and trusted contacts in your professional network. They can be a great source of promising leads, including professionals who aren't actively looking for work but are open to new possibilities.

### Be active

Show the candidate(s) around the company building, possibly introducing them to some of your colleagues. *Things to keep in mind:*

- Are they inquiring as to what everyone does and how things work?
- Are they interested?
- Do they respect everyone they meet?

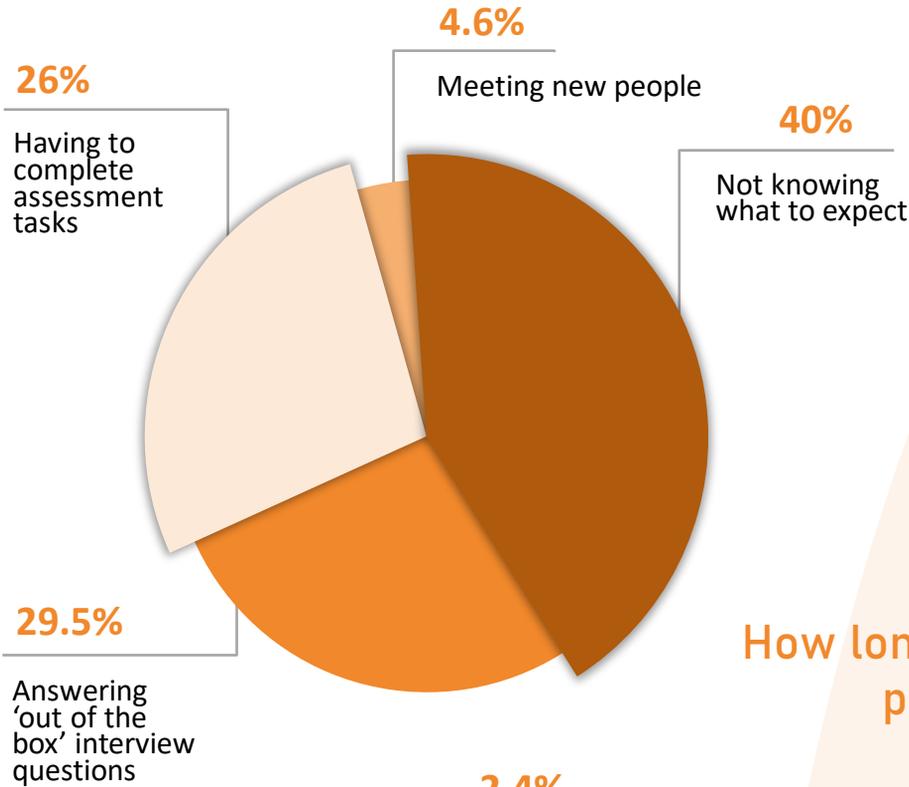
### Don't limit yourself

Your company will have access to a broader range of talent by having a workforce that is more representative of society, increasing the chances of finding the right person for your new opening.

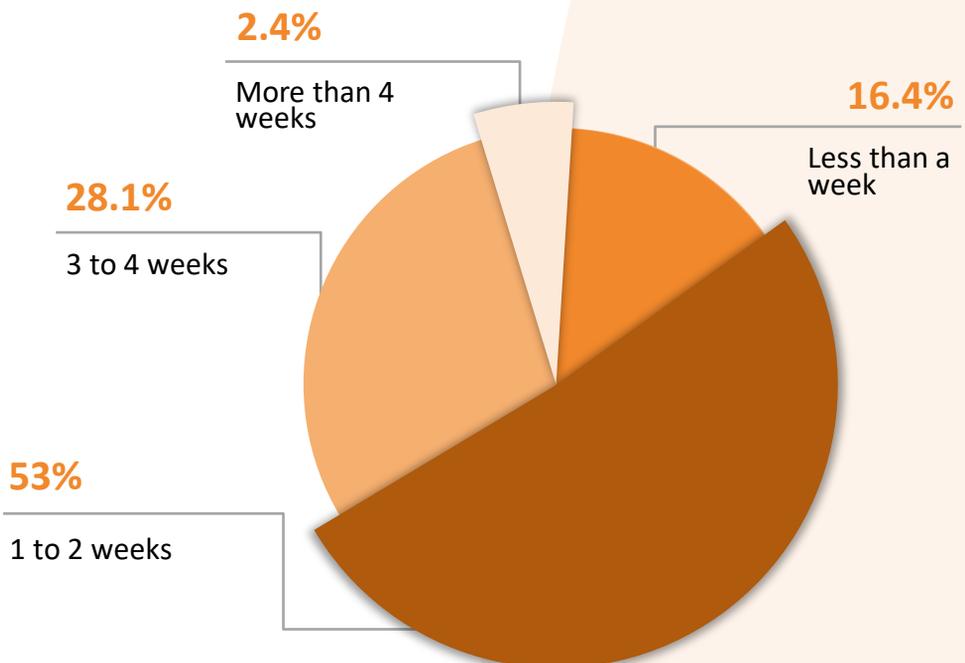
Furthermore, it has been proven that a diverse workforce increases productivity and allows businesses to be more profitable than those with a less diverse workforce.

Lastly, reinforcing a positive, diverse, and inclusive company culture is more likely to keep employees from looking for work elsewhere and lower employee turnover.

## What people believe the most difficult aspect of a job interview is

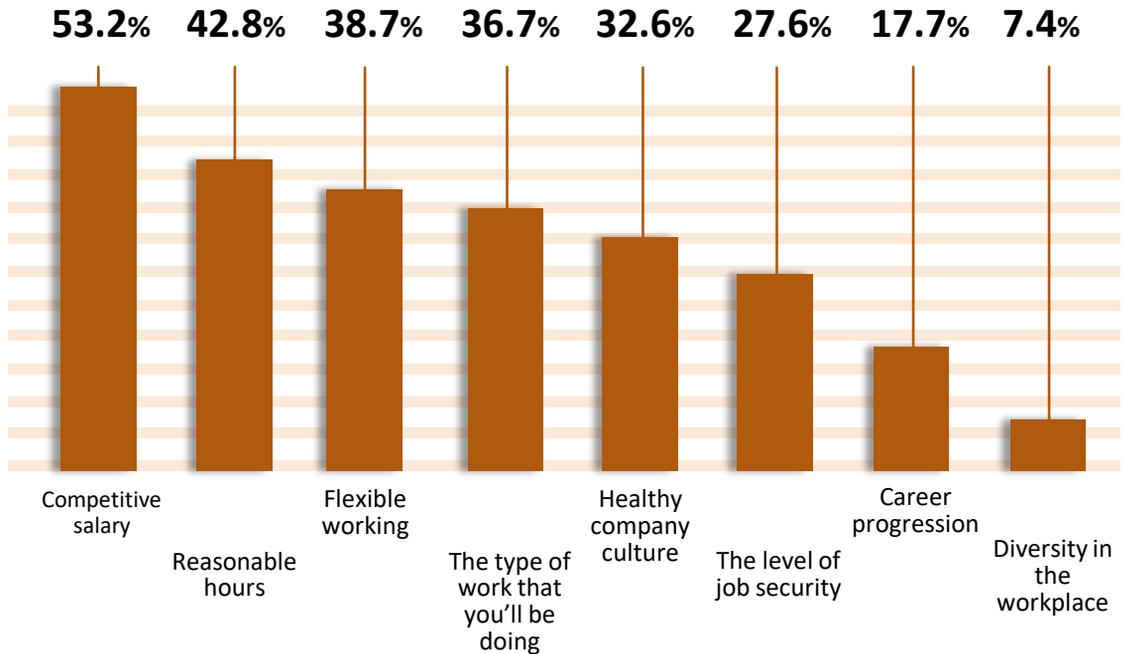


## How long the ideal hiring process should be

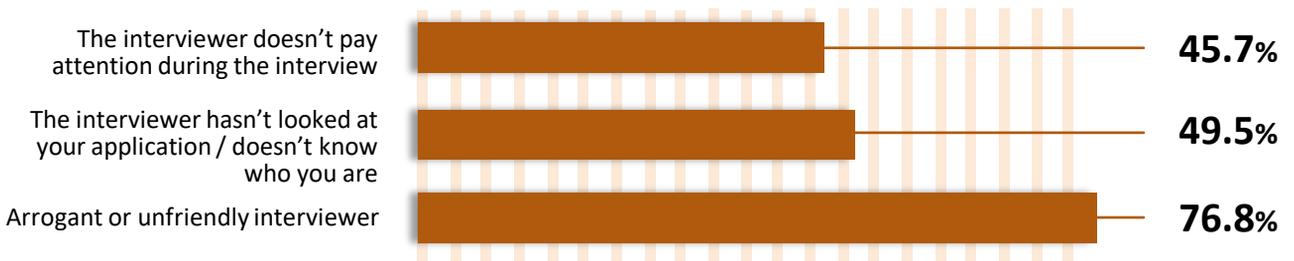




## The most important factors when applying for a role in order of most important



## The % of candidates who said the following would discourage them from applying for a job



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