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Recruitment Process Checklist

for automotive industry employers



About This Checklist

Any business owner, line manager or HR professional will know that employing the right people is fundamental to business success. However good your products or services may be, it's your people who will help you develop them and bring them to market.

If you want to be confident that your business will be able to employ and keep the right people it's important to have a robust recruitment process that attracts the best people, thoroughly vets and tests their skills and attributes and ultimately results in low employee turnover.

If you are going to improve your processes, you need to know your starting point. Many businesses have some aspects of the recruitment process well honed but miss vital elements that would make all the difference.

Our checklist will help you identify how your business is doing in terms of recruitment processes. It will highlight any gaps and show you where you might have gone wrong in the past.

How to Score Yourself

Once you have completed the checklist, tally up what you scored and take a look below at some of the points you may want to consider for your recruitment process.

20-40

Alarm Bells

This score suggests you need to have a good look at your recruitment processes and systems as you may be failing to attract and retain the best people for your business due to a poor process. Outside assistance or an industry specialist recruitment agency who could support you through the process.

41-60

Room for Improvement

A better score and you have probably got some aspects of your recruitment process running smoothly, however you probably still have work to do on a number of stages in the process.

61-80

Looking Pretty Good

You're doing well and probably feel you have a reasonably adequate process in place, however there will definitely be areas for improvement that could greatly benefit your business and your employee retention – saving you huge amounts of time and money in the long run.

80+

Take a Bow

Congratulations - you have a great recruitment process in place. You will probably be enjoying high levels of employee retention and be successfully filling any vacancies with great people.

Recruitment Process Checklist

For each statement below, circle where your business currently sits. **The scale is 1-5 where 1 is poor and 5 is excellent.** Total up your total and check the 'how to score yourself' page to see how robust your recruitment process is.

	Your Rating				
1. We have a staffing strategy for the next year and have budgeted for this	1	2	3	4	5
2. We carry out exit interviews with employees before they leave	1	2	3	4	5
3. We analyse our data on staff retention and take steps to address any issues.	1	2	3	4	5
4. We have invested in our employer brand. We understand what this is and what we need to do to ensure its strong.	1	2	3	4	5
5. We benchmark our salaries against our competitors and are confident we are offering competitive packages.	1	2	3	4	5
6. We have considered options for offering flexible working and have introduced these where possible and appropriate	1	2	3	4	5
7. When a job vacancy arises we review the role and candidate requirements against the needs of the business	1	2	3	4	5
8. We go through a thorough process to map out each role in our business to ensure we have a clear ‘person specification’	1	2	3	4	5
9. We define an ‘Avatar’ candidate for each of our jobs and use this to ensure we attract and recruit the right people	1	2	3	4	5
10. We write a detailed new job description for every vacancy	1	2	3	4	5
11. We know how to write really compelling job advertisements – designed to attract our Avatar candidates	1	2	3	4	5
12. We differentiate between attitudes, skills and knowledge and know which can be trained and which are ‘hard-wired’	1	2	3	4	5
13. We recognise ‘Low Performer’ and ‘High Performer’ indicators and design our interview to help reveal these.	1	2	3	4	5
14. We use detailed competency-based questions in our interviews.	1	2	3	4	5
15. Our interview process has at least 2 stages.	1	2	3	4	5
16. We include testing, practical exercises &/or presentations as part of our interview process.	1	2	3	4	5
17. We select candidates based on hard facts not feelings.	1	2	3	4	5
18. Where possible we double check to ensure that claims of achievements and qualifications are verified	1	2	3	4	5
19. We question interviewees about salary expectations early on to ensure we offer them at an acceptable level.	1	2	3	4	5
20. We follow up and check references on all candidates we job offer.	1	2	3	4	5

Can We Help?

I hope this checklist has given you some insights into how you're doing when it comes to recruitment and perhaps provided some direction on areas to focus on.

Copeland are UK automotive industry recruiters who help enhance business performance by finding automotive industry expert candidates; and reduce hiring times by focusing on quality over quantity. We have been [helping automotive businesses](#) get their recruitment process right - and hire the right people for over 13 years.

We can demonstrate an enviable track record of successfully filling mid to senior level roles in sales, marketing and operations for numerous leading automotive businesses and enjoy a repeat business rate of over 90%. See our [recent placements](#) & take a look at our [clients' feedback](#).

Contact me for a confidential, non-committal chat to discuss any aspect of the recruitment process.

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