



A MUST-FOLLOW CHECKLIST FOR RECRUITING ENGINEERS:



Guide Overview:

When it comes to the engineering industry we know the recruitment process can be lengthy and that your time is precious.

This quick-fire checklist that has all the elements you need listed in a clear, simple & chronological way to speed up your recruitment process.

Included in this guide:

- Pre-recruitment preparation
- Before the interview planning
- How to handle the interview process



When it comes to the engineering industry, we know the recruitment process can be lengthy and that your time is precious. We also know how important it is to maintain a flexible workforce that you can scale up or down when needed, keeping costs low and productivity up – and we *definitely* know that strict recruitment processes and flexibility don't always go together very well.

But imagine if you had one go-to checklist that had all the elements you needed listed in a clear, simple and chronological way, allowing you to speed up your recruitment process whilst still doing everything by the book. Well, imagine no more. To help make your life easier, we've put together a quick-fire checklist for you to refer to for all of your engineering recruitment needs.



1

PRE-RECRUITMENT PREPARATION

Ensuring you are as organised as possible prior to a vacancy becoming available can save you a lot of time and money further down the line...

a. Analyse recruitment trends

Identify any periods of time that might dictate staffing requirements such as busy periods, increased sales, seasonal changes and upcoming project deadlines so you're fully prepared when the time comes.

b. Create pre-populated job descriptions

Build a library of job descriptions listing benefits to attract candidates which you can store in an easy to access place for quick reference during busy times to reduce any time wasted.

c. Make a contingency plan

What's the process plan if you suddenly need to hire 10 people at the same time? Put a plan in place before it happens so you can start your recruitment process straight away, however many candidates are needed.

d. Agree the timeframe

By agreeing on a timeframe early on in the process you can ensure everyone knows what to do and when. If you need to do so, hire a temporary worker so you can take your time to find the right permanent hire.



2

BEFORE THE INTERVIEWS

By ensuring you are fully prepared for the interview process before it even begins you can make sure your interviews go as quickly and as smoothly as possible...

a. Standardise the process

Have a precise procedure that can be followed for every candidate so that you can compare candidates quickly and effectively and make informed decisions, fast.

b. Allocate interview times

Decide on interview times at the beginning of the process and stick to them – you might even want to consider booking interviews outside of work hours to make it easier for candidates to attend.

c. Book in attendees

Ask yourself honestly who really needs to be in on the interview and who doesn't. Including unnecessary colleagues in the interview process can slow everything down, from scheduling the interviews to making a decision.

d. Send candidates all the information

Sending out all the necessary info prior to the day means that when the time comes you are free to focus on the task at hand: finding a candidate who is the right fit for your business. Be sure to send...

- i. Company information
- ii. Product information
- iii. A clear job specification
- iv. A map and/or directions
- v. A list of people they will meet
- vi. Advice on the dress code



3

DURING THE INTERVIEWS

It's not just candidates who need to prepare for an interview – you should too! By doing your homework beforehand you can make sure everything goes smoothly on the day...

a. Take everything you need with you

Make sure you remember the job description and the candidate's CV on the day of the interview; the last thing you want is to appear flustered and disorganised.

b. Make a list of questions

To really get to know your candidates and to uncover the information you need for quick decision-making, avoid the standard "What are your strength and weaknesses" or "Where do you see yourself in five years" questions. Instead consider different, more open questions such as:

- i. How do you understand this role?
- ii. Why do you feel you are right for this position?
- iii. What do you think you could bring to this role and why?
- iv. How would you like to see your career develop?

c. Stick to the structure

Decide upon the structure of the interview before you get in the room and once the interview begins, make sure you stick to it. If you've only got an hour of time allocated for each interview, make sure each interview only lasts an hour.

d. Sell the opportunity

You've already outlined the benefits of the role in the job description, but you should be prepared to sell the role in the interview, too – after all, this might not be the only position the candidate is applying for.



4 MAKING AN OFFER

Once the interviews are over and your candidates are selected, there are still some important points to tick off the list when you make a job offer...

a. Conduct pre-employment checks

From Rights to Work to DBS checks, different roles will have different pre-employment checks. Have a look at www.gov.uk to make sure you're carrying out the right checks for the right candidates.

b. Contact HR to make the offer

Be sure that it's your HR department who are making the official offer so the necessary processes for your business are in place.

c. Store a signed copy

Send a signed copy of the offer letter to your HR department to store so you can keep track of each offer made to different candidates for future reference.

So, there you have it! Our ultimate checklist for engineering recruitment. If you would like to find out more about any of the points raised above, or if you have any further questions, please feel free to [contact us](#) today.