



RECRUITING YOUR TEAM

Questions To Ask Before Recruiting

Before you begin the recruitment process it is important to be clear about the role and person you have in mind.

Organisations need to ask:

- What do we want the person in the role to do?
- What are the skills and experience the person will need to be successful in the role?
- What is a fair salary or wage for the role?
- What resources will the person need to carry out their role?
- Is it a permanent role, or is it a role for a fixed term?
- How are we going to fund the role?
- Who is going to lead the recruitment process?

Costs To Keep In Mind

For most community organisations employee related expenses are their biggest cost.

When you are preparing to recruit a new employee here are some of the costs you need to budget for:

- Job Ad
- Annual Salary
- ACC levies
- Kiwi Saver Employer Contribution
- Resources (e.g. laptop, phone, desk and chair)
- Office overheads (e.g. stationery, tea/coffee, printing, software licenses)
- Professional Development
- Fringe Benefit Tax:

If you make a vehicle available to an employee to use privately, you may be required to pay Fringe Benefit Tax.

[To learn more, click here.](#)



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The Recruitment Process

1. Develop a job description for the position

There's a sample job description on our Members' Toolkit to help you get started.

2. Develop a position information document

This might describe the skills and experience you are looking for and other information that potential applicants will want to know, such as where the office is, what the salary range is, the closing date for applications, etc.

Be clear about how applicants should apply. Do you want them to fill in an application form, or submit a CV and covering letter? A sample document is available on our Members' Toolkit.

3. Write the job ad

Make it appealing and engaging. You want to attract the best applicants.

4. Post your job ad

The main posting sites are Seek and TradeMe Jobs. Both charge for a simple ad. You can also use cheaper posting sites such as Do Good Jobs. Most employers advertise their jobs for between 2 and 4 weeks.

5. Have a process for receiving applications

This should include briefly acknowledging applications as they come in, safely storing applications and responding to queries.

6. Have a process for shortlisting applications

Determine which of the applicants have the best skills and experience to do the job. It is useful to develop a simple spreadsheet where you can tick off a person

7. Interview your shortlisted applicants

Most employers interview their top 3 or 4 candidates. Prepare an interview sheet, which lists the questions you are going to ask and have space for writing your answers. An interview is about getting to know the person and finding out more about how they would do the job.

It is a good idea to have at least two people conducting the interview as different people pick up on different things. Usually this will include the person who will be managing the new employee, a board or committee member and/or an independent person who knows your organisation.



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The Recruitment Process (continued)

8. Do a referee check

This is an important step. Most employers only do a referee check for the person they decide is the best candidate and would like to offer the job to. But it can also be a useful way of helping you decide between two candidates. Ask the candidate to provide the names and phone numbers of at least two referees that you can talk to and ensure that at least one is their current or most recent employer. It is a good idea to talk to referees in person, usually over the phone. You are looking to verify that the applicant can do what they say they can do and has been a good and reliable employee in the past.

9. Make a job offer

When you have agreed on the right candidate for the job, you can make an offer of employment. Ring the candidate to offer them the job and discuss their salary package. This may take some negotiation. Follow up the discussion with a written offer of employment letter, which gives the person a set time to consider and formally accept or decline the offer.

10. Negotiate the employment agreement

An employer can employ a new employee on a trial period for up to 90 days as long as this is agreed in the written employment agreement before the employee starts work. More information on [Employment Agreements](#) can be found here. To build your own agreement we recommend using the [free Employment Agreement Builder](#) on the business.govt.nz website.

11. Prepare to welcome your employee!

Make sure that they have a great first day and have a good induction into the organisation. You will also need to ensure that they have completed their Police Vetting process, signed the NSNZ Code of Conduct, and completed their tax forms.

Legal Requirements

You are required by law to verify that the person you offer your job to is legally allowed to work in New Zealand.

You are not allowed to discriminate against job applicants on the grounds of age, gender, religion or race.

Still Have Questions?

The New Zealand government offers wonderful free resources to help with everything from hiring new staff to resolving issues.

To learn more visit: www.employment.govt.nz