

10 tips to a better hire

1. Know exactly what you are looking for in a role.

What are the skills that the individual will need to succeed? Does it need to be filled by a full time employee? Write a focused job description and person specification taking care not to include terms or phrases that display bias or could deter large applicant pools.

2. Create engaging adverts to attract candidates.

Adverts shouldn't be a list of requirements taken from the job description. List key responsibilities along with the required skills and experience. Make the case for why someone should apply to work with you.

3. Assemble a diverse team of hiring decision makers to participate in the process – this will reduce the potential for bias and bring a range of views into the decision making process.

4. Are you happy to talk flexible working?

Say so in your advert. This will give you access to the widest possible pool of talent.

5. Make sure your shortlisting delivers a strong pool of candidates to interview.

Use our tools in Managers' Essentials to help you shortlist effectively and fairly.

6. Create the right questions to get the best out of your candidates.

Consider a mix of strengths based and competency questions. Check out our question bank for ideas.

7. Consider a mix of selection methods rather than just relying on an interview.

Try using presentations, exercises or assessments.

8. Be aware of your own potential for unconscious bias.

Use the panel of hiring decision makers to reduce the potential for bias. Refresh your knowledge about unconscious bias through our dedicated resources.

9. Sell the job.

Make sure you tell the candidate what is great about working at the University of Manchester.

10. Remember that hiring doesn't stop when you make an offer.

Keep in touch until the candidate starts, and create an engaging and inspiring induction.