

# 10 recruiting mistakes to avoid

## Make sure to avoid these common recruitment mistakes:

**1**

**Not creating an accurate job description.** Your job description should clearly set out the role, its key responsibilities and the relevant criteria. It should be reviewed and updated regularly and used throughout the recruitment process.

**2**

### **Poorly worded job advertisements.**

Your job advertisement shouldn't be a cut and paste from your job description. It should engage the candidate, use welcoming language, share the key responsibilities of the role and tell the candidate why they should apply.

**3**

**Rejecting an 'overqualified' candidate.** A candidate who might look overqualified on paper could have many motivations for applying for a role. They may be able to bring valuable skills and experience – explore their motivations for their application.

**4**

### **Waiting for the perfect candidate.**

There's no such thing!

**5**

**Not taking notes at the interview.** Notes will help you recall candidates effectively at the decision making stage, as well as help you provide useful post interview feedback to candidates.

**6**

### **Asking poor or unsuitable interview questions.**

If you don't ask good interview questions you risk making a poor hire, or not getting to know the candidate and their skills well enough. Avoid questions that don't add any value to the process. You should always be able to explain what a good answer is.

**7**

**Over reliance on interviews.** Interviews have their disadvantages; it's good practice to use a variety of techniques to assess someone's suitability for a particular role.

**8**

### **Being influenced by irrelevant factors (or your unconscious bias).**

The most important factor should be the candidate's experience and skills, and how well these are aligned to your essential criteria. Check out our guidance on unconscious bias to help you.

**9**

### **Taking too long over your process.**

Good candidates will be in demand. Taking too long can mean that we lose a candidate to other employers, or it could provide a negative perception of us as a place to work.

**10**

**Failing to prepare – you or the candidate.** Always tell the candidate what form an interview will take and what to expect from your process. Give them sufficient time to prepare properly. For the recruiting manager, make sure that you have planned your questions, decided on your criteria for assessment and identified the most appropriate interview questions.