

EMPLOYEE LIFECYCLE

ROLE OF MANAGEMENT FOR NEW EMPLOYEES

Assessing organisational needs to find out what role is required



Review what type of contract is required, draw up job descriptions and advert



Advertise role through own website, social media or recruitment sites



Create interview questions and preferred criteria for selection and appoint appropriate manager to complete interviews



Complete and send out offer letter/ contract for selected employee along with new start paperwork and do right to work checks



Complete induction with new staff member, and ensure training/ support plan is clear



Address performance issues in probationary period, and extend or fail probation if necessary

GET IN TOUCH

If you have any questions, or would like further support, please get in touch with Georgia Wilson by calling 0141 221 2984 or by email at georgia.wilson@aab.uk.