

## **BiS Henderson - Creation of Candidate Briefings**

To ensure BiS Henderson fully understand the role and the person specifications we contact (telephone or face to face if necessary) the Manager in the clients business to whom the candidate will report to and the clients HR Department if necessary. If a job description is available BiS Henderson will review the detail to confirm our consultants understanding but more importantly we will discuss the key attributes and skills that are essential for the person to be successful.

BiS Henderson also cover topics such as an overview on the organisational structure, where the candidate fits within the team and any personality issues. If applicable, details of the previous job holder - successors and failures, expectations of achievements within a 3 / 6 month period and how performance will be measured. BiS Henderson will also discuss the job requirements with a member of the existing team doing a similar role to the advertised vacancy. Ideally BiS Henderson will seek to speak with 2 existing job holders - one who is performing well and one who is under-performing to help identify the reasons for poor performance.

Other factors considered when looking for candidates include:

- How long has the vacancy been unfilled?
- What candidates have been interviewed already - why were they unsuccessful?
- Key personality traits required
- Any organisations clients want us to approach or avoid in order to find a potential candidate
- Discuss other market sectors to target such as FMCG and not just food manufacturing
- Financial package details including maximum salary available
- Urgency of the role
- The interview process - ideally interview dates will be agreed in advance

This detailed information ensures that BiS Henderson has all the detail needed to sell the client organisation and opportunity to its maximum effect. It also enables a more concentrated effort and helps to identify the ideal candidate for the job vacancy.