

Recruiting top tips

Here are our final top tips to help you run an efficient graduate recruitment process:

- ✓ Before you start recruiting, map out the whole process from writing a job advert to making a final recruitment decision and create a timeline.
- ✓ Remember to assess the key competencies required for your graduate role at least twice during your recruitment process to ensure you have enough information from candidates to provide evidence towards your chosen criteria.
- ✓ There's no need to make the recruitment process overly long, or you may lose great graduates to other organisations. You have an advantage on the corporates who can't make hires as fast as SMEs so snap up the graduate you want before they look elsewhere.
- ✓ When scoring candidate performance, objectivity is key. Always be aware of how [unconscious biases](#) can affect your judgement.
- ✓ Once you've made your final decision, put the formal job offer out to your first-choice candidate as soon as possible. If there are delays in making a final decision, keep in touch with the candidates and let them know when they're likely to hear back from you.
- ✓ If you're working with the University of Lincoln to recruit graduates, let them know the outcome of your decision. The Careers & Employability Service might be able to support students through the offer process and offer further assistance and debriefs to graduates who were unsuccessful in your recruitment process.