

How to build your 2018 hiring plan



With a clear hiring plan
in place, you can help
your business to:

Hire the right people

Make cost-effective hires

**Maintain a low drop
out rate**

If your team is continuing to grow this year, find
out how you can build a strategic hiring plan now.

What are your targets?

What is your budget?

How are you going to make sure your new hires stay?

Assess the skills gap in your company

Where are the gaps, and who do you need to fill them?

Revenue targets

How many people do you need to hire to meet these targets?

Wider business targets

What new roles are required?
Which areas do you want to see growth in?

Create a timeline

What do you want your new hires to achieve and in what time frame?

When is going to work best in terms of training, demand, and busier times of the year?

When do you want these people to join and what impact will the time they join have on the business?



Remember to factor in the average time to fill a role

The industry standard is 27.5 working days

Our average time is much less - currently standing at 17 working days

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What are your targets?

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How are you going to make sure your new hires stay?

Effectively allocating budget will help your company to achieve its hiring goals.

Start by looking at costs from previous years and review your targets for this year. Remember to include:

Internal costs

- training
- salary
- onboarding

External costs

- job boards
- advertising

(both of these are included in our fees so don't need to be individually accounted for)



Adjust the plan based on your budget, and make sure that the targets you have set are realistic



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What are your targets?

What is your budget?

How are you going to make sure your new hires stay?

The process doesn't end when the offer is accepted

What do you want to achieve through onboarding?

What are you expecting of the employee, and in what time frame?

Onboarding should be a key component of your 2018 hiring plans, and having this set out well in advance will help to decrease your drop out rate and turnover, and ensure that your employees are fully engaged.

Before your hire starts

Decrease your drop out rate by ensuring that contracts are ready, setting realistic windows between acceptance and start date, staying in contact with your new hire and making them feel like a part of the team before they even start.

Prepare for their arrival

This will include company-wide procedures like HR software, sending an employee handbook before they start, setting up their computer and email address.

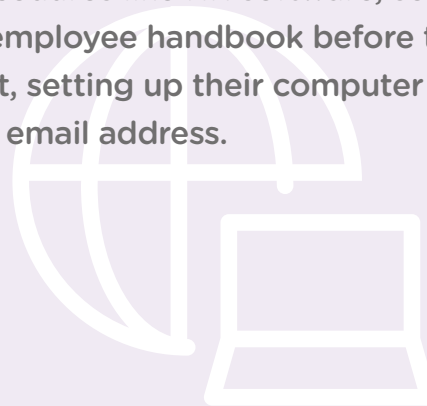
Once your hire has started

You can decrease the time it takes for a new hire to reach their potential by ensuring that they are quickly integrated into the team:

- take them for lunch
- introduce them to other team members
- ensure that they know who to speak to regarding different queries
- give them a clear schedule of their first few weeks



Our probation pass rate of 93% would indicate that a good onboarding procedure works



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Having measurable goals in place will give you the scope to review your plan at the end of the year – so if you're looking to hire in 2018, you should start building your plan now.

If you would like further assistance with your 2018 hiring plan, please get in touch with us on business@giveagrado.com or on 020 7100 8800.