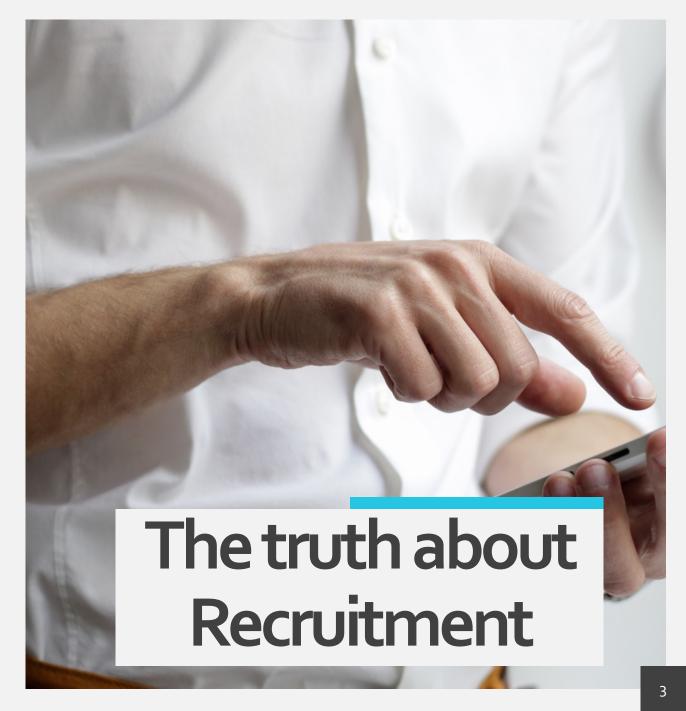


In the spirit of reconciliation, HotDoc acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.

We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

- Average cost of recruitment of an employee
 \$5,000 (per employee)
- It takes an *average* of 68 days to fill a vacant position in Australia.
- Average cost is approximately 6-9 months salary (recruitment and training). (\$40,000 a year = 20-30k in recruitment and training expenses)
- You or your manager WILL spend countless hours vetting CV's, scheduling interviews, holding interviews, checking references, etc.
- Bottom line:
 - Costly
 - Time draining

Time is Money





- Maximise your time and search by identifying your needs BEFOFE you start your recruitment process
- Identify likely hours
- Identify your salary range
- Short term and long term goals



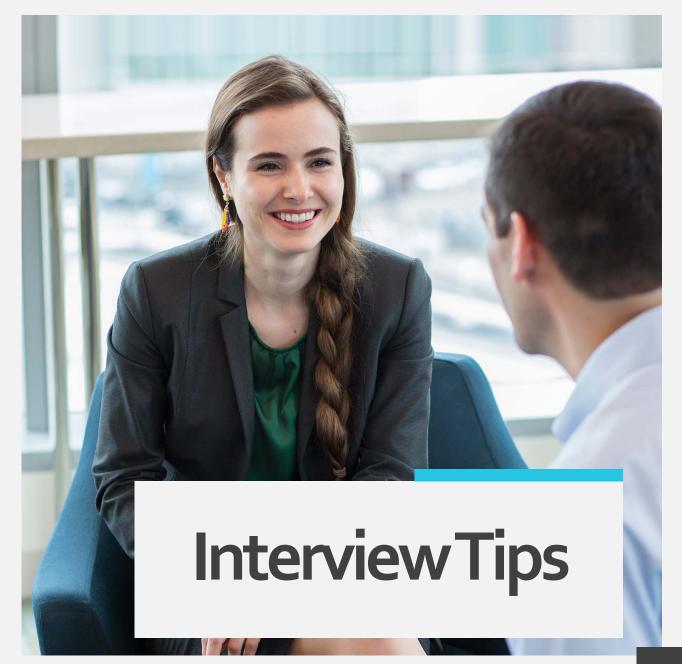
- What are your MUST haves verses your WANTS?
- What is negotiable?
- Do you have the ability to train? (spoiler, not always an option especially in a new start up)
- Be realistic, know your market
- What time frame do you have to work with

- Listing as Private Advertiser on Seek results in 70% less exposure rate per Seek
- "Submit your CV and Cover Letter"
- Use your planning stage for your advert creation
- Utilise FREE sources
- A high volume of MUST's can decrease applicants
- "What's in it for me?"
- Morale: current staff should hear from you, not read you are hiring



Advertising

- Do not discredit interview questions such as "what is your weakness"
- Keep in mind the applicant is interviewing you as well
- Review the CV briefly <u>before</u> each interview.
- Give hypothetical questions based on the scope of practice
- Keep in mind this is often as good as it gets
- Do not fully discredit a gut feeling
- Second Interview often provides clarity if on the fence
- Uncommon questions and their value
 "If you could be any animal, what would it be and why?"

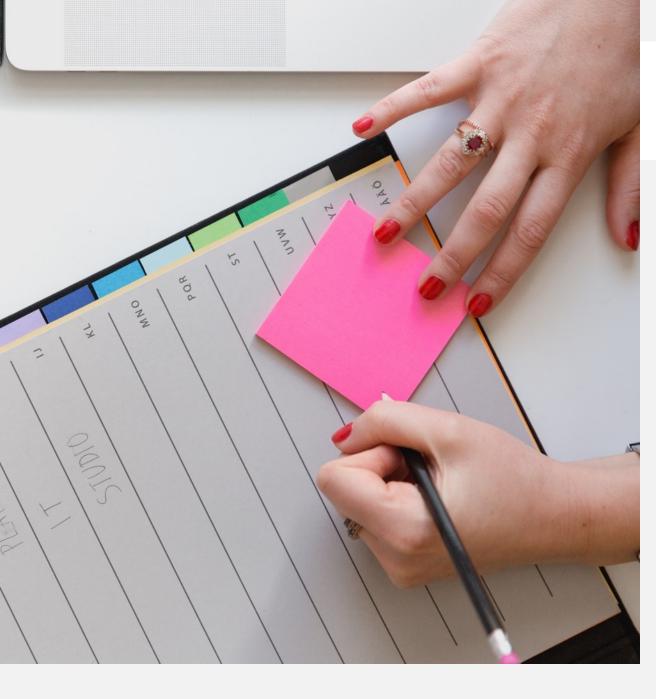






9

You MAY not find your Unicorn.



Re-evaluate

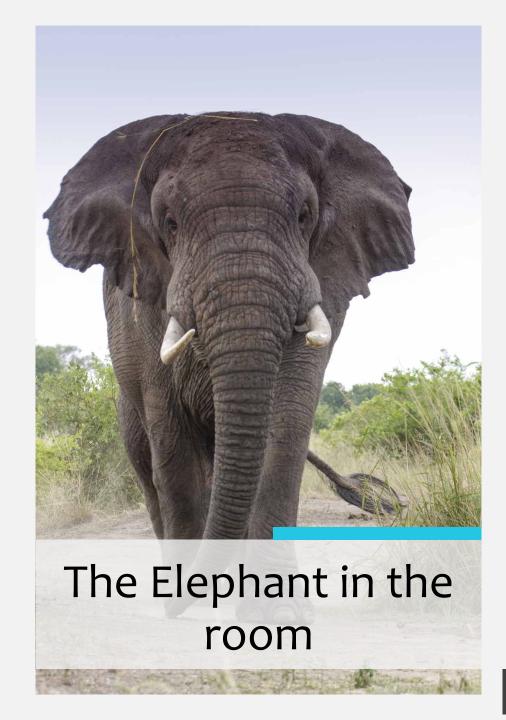
- Who are your top candidates?
- What experience do they have?
- Do any candidates have a good amount of TRANSFERABLE SKILLS?
- Are any of your top candidates able to fulfil this role?
- Do you have the ability to continue to try to recruit without hiring?
- Review wording of advert, sources of posting, and applicants that were not short listed or interviewed
- Re-evaluate your wants and must haves
- Any potential future unicorns?



- "How do you build morale?"
- Having a positive work environment and boosting morale does not always mean spending money.
- Morale is daily
- Are your staff appreciated? Do they FEEL appreciated? Can be two very different answers.
- Birthdays, Anniversary's, important days (death)
- Acknowledgment
- Positive Connection



- Unicorns can turn into disasters, too
- A good contract is worth its weight in gold
- Know when to cut losses
- Familiarise yourself with Fair Work and legal rights and responsibilities as an employer. Seek professional advice when needed.
- Small business code
- Performance Management
- Document, document!







OTHER STATE DATES
COMING SOON

Industry Insights Evening, Tasmania

Wednesday 28th October 7:00pm - 8:30pm

Via Zoom

Discuss | Network | Celebrate

HOSTED BY



Magali De Castro Clinical Director



Dr Jagdeesh Singh Dhaliwal Medical Advisor



WEBINAR

1 CPE

SPECIAL GUEST SERIES

Wound Care in General Practice

Wednesday 4th November at 12:30pm AEDT



Hosted by

Jan Rice

Director Wound Care

Services & Wounds R US



