

The 5 STAR Plus Recruit Method

The 5 STAR Plus Recruit Method is a proven successful model for recruiting based on over 15 years of Business, Human Resources and Recruitment experience.

It is a structured, yet simple process that incorporates four important stages to attract, identify and recruit A grade employees.

The fifth stage (Plus) is one of the most important stages in retaining your A grade employee, the onboarding program. The first 90 days are crucial to the success of a new employee, but unfortunately most businesses do not conduct a proper onboarding program and run the major risk of losing an A grade employee.

Our method goes one step further as it incorporates an onboarding program for the first 90 days to ensure long-term successful outcomes and high performance.

Breakdown of the 5 STAR Plus Recruit Method

scorecard

A scorecard is a simple, but powerful tool to create a blueprint to describe the role's mission, outcomes that need to be accomplished and competencies/values that complement the culture of the business and fit the role. A scorecard breaks down a business' vision, mission and strategies into role-by-role outcomes.

A scorecard clearly defines what you want before commencing recruiting and provides the clarity and knowledge to source an A grade employee. It outlines:

- Outcomes
- Key Performance Indicators (KPIs)
- Core values
- Competencies

The scorecard is additional to the Job Description.

Target

To target A grade candidates, an Attraction Plan is created. This starts with building a semi-fictional character of your A grade employee - Background information (age, title, position, experience, education, salary, location), their motivators, challenges and frustrations (both professional and personal), career goals and the channels they would look for jobs.

The Attraction Plan includes a social media and content strategy to attract A grade candidates based on the channels they interact i.e. social media, job boards, referrals etc. Content is carefully written to speak to your potential A grade employee.

Analyse

The analyse stage is where candidates are carefully considered for the role against the scorecard. It is a 4-step process.

- Initial screening interview. This is a telephone interview where 4-5 questions are asked to weed out candidates that do not align with the scorecard and culture fit
- Shortlist face-to-face interviews. A structured set of questions to uncover career patterns and behaviour and to determine match to the scorecard
- Assessments. Depending upon role, the assessments consist of personality, behavioural, role-play and technical skills.
- Reference checks

Results

An A grade employee has been selected – they will not last long on the market so rapid action is required to secure them. The role is consistently being sold to the candidate through the process, however this is the final time to sell the role to secure acceptance. Some A grade candidates reject job offers purely based on how the final offer of employment has been handled so it is important that final negotiations, swift communication and preparation of employment documentation is prepared rapidly.

Our process includes preparation of an Employment Contract and the creation of the pre-boarding process from day of offer until the first day of the employee's commencement.

Plus - 90 Day Onboarding Program

This is where you win the heart and mind of your A grade employee. The first 90 days are the most crucial as it determines whether your new employee will become engaged or disengaged.

The Plus stage incorporates the following:

- Plan the onboarding and training outline
- Create the 90-day onboarding program
- Prepare managers and teams to help onboard new employees
- Design a buddy program (if appropriate)
- 30-day Follow-Up evaluation
- 60-day Follow-Up evaluation
- 90-day Follow-Up evaluation

**Employees are your greatest asset,
but only if they are the right employees and
receive a proper onboarding
If they are not the right employees and don't
go through an onboarding program,
they become major liabilities**

Ready to Get Started?

**Contact our team at Indigo HR
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