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The New Year can be the ideal time to set new goals for your business. Small businesses and organizations are looking to improve their work practices, efficiency, and performance by using best HR strategy. Finding, Hiring and retaining great staff are the most important task in a small business owner's plate. If you are running or planning for running a small business and curious about HR services, then here are some tips which can help you achieve HR strategy for your small business.

Accurate Job Specification Mention accurate job specification for the role you are recruiting for and ensure that it is relevant to your business needs. Candidate must be informed correctly his role and key skills to be needed in his job profile. Make sure the target that needs to be achieved by employing new candidate is promoted through the specifications.

Standard Application Form & Documents Prior to arrange an interview ask all applicants to complete a standard application form which should be mandatory to appear in first round of interview. Ask all candidates to provide copies of all qualifications and ID proofs before interview. Background and ID check prior to interview do not waste your time. This procedure helps know eligibility of candidate to fulfill standard requirements of the role successfully.

Follow standard interview process While taking an interview, always follow standard interview process on all applicants. This process may include:

Telephone screen

Psychometric test

Different interviews rounds

Related test or presentation for specific role or post

Telephone screens show if applicants are professional, clear and precise. An informal first interview should start the process and filter the applicants down. A second interview should be more formal with an increased number of interviewers to see how the applicant demonstrates themselves under pressure. One round should be included a related test for the specific role or post i.e., presentation for sale people or marketing executive.

Take time to review your processes You should be realistic about what is requirement and what is essential. Do not change your mind about what you are looking for a candidate to work profile. You should remember what skills are necessary from the start and what can be developed over time. Do take time to make decisions for recruiting a candidate for your small business.

Getting Acquainted In small business, one of the common mistakes made by human resources area is believing that a new hire will perform exactly as expected. A new employee must be provided information that will help improving his chances of contributing immediately to business or company's performance. New employee should be aware about the personal polices of company during hiring process and provided handbook during completion of recruitment process. He/ She should be informed about particular company's safety and security programs.

The new hire should understand product, services information, competitive market position, business strategy. He/She needs to learn about company's operation, its objectives and, in board

terms, the plan and procedure for achieving objectives.

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