

SiGNAL



PEOPLE MATTER

**SIGNAL BIZHUB COLLABORATION SESSION
21ST MAY 2021**

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This month at the BiZHUB...

...we've discussed why People Matter, and what you can incorporate into your business in order to make the most of the people you work with, whilst remaining compliant. What can you apply to your business, how can you evolve your people and hiring strategy?

Martin Traynor, Crown Representative to SME'S discussed how you can access lucrative Government contracts. Did you miss it? [Click Here](#)

Joanna Atkinson from JMA HR & Legal Ltd also joined us with an informal session on the laws you need to know if you're considering bringing new people into your business. If you missed it, [click here](#).

Focusing on Joanna's session, we're going to work through the areas you should be considering if you're looking to bring people on board whether they're freelancers, contractors, or employees.

Freelancers - they're a great way to support your business, but you need to be mindful of IR35 which came into force this April. IR35 applies to all private companies, unless they are classified as a 'small company', is that you?

- an annual turnover no more than £10.2 million
- a balance sheet no more than £5.1 million
- an average over a year of no more than 50 employees

If you're exempt, you don't need to worry further, but you can be confident by checking, [here](#).

Employees - if you're looking for regular, reliable support, an employee could be the way forward.

An employee is classified as such if

- they have an employment contract, formed when they accepted the job
- tend to be provided regular work by you
- are employed to do the work personally
- must do the work

Employees have employment rights including:

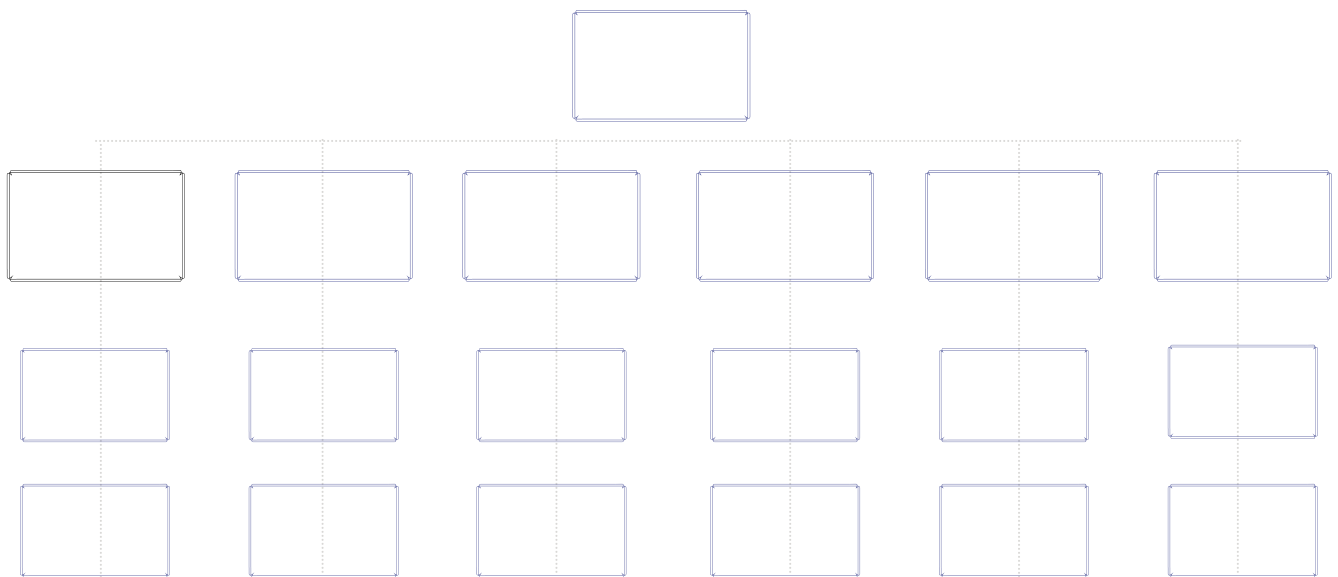
- written terms (a 'written statement of employment particulars') outlining the job rights and responsibilities, as a minimum
- sick, holiday, and parental leave pay
- ability to claim redundancy and unfair dismissal after 2 years' service

Organisational Chart

Example:

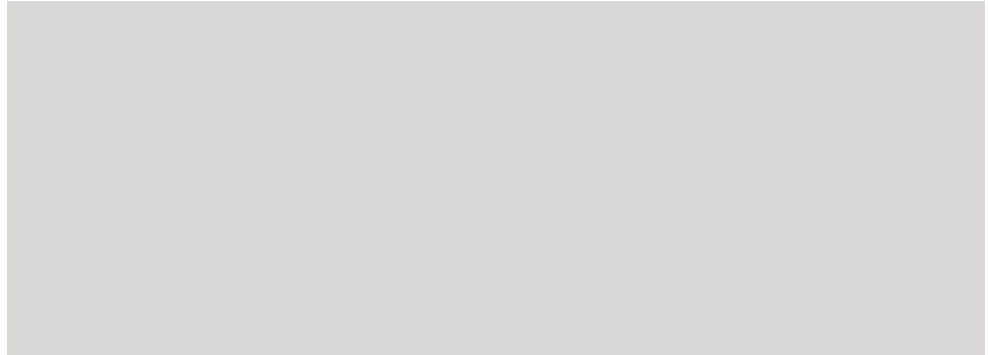


Your
Business

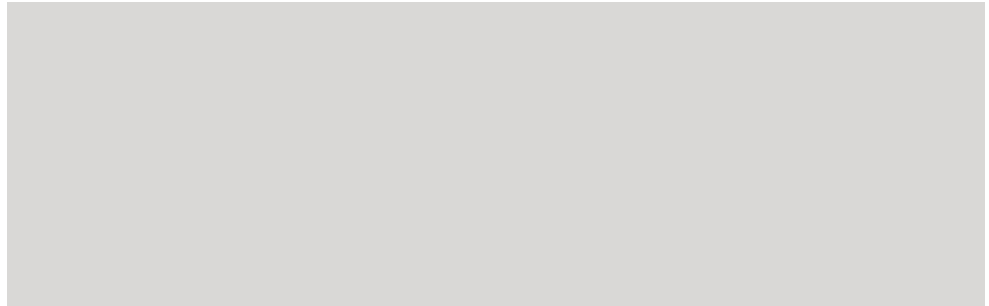


What are the next steps?

What additional support do you need?

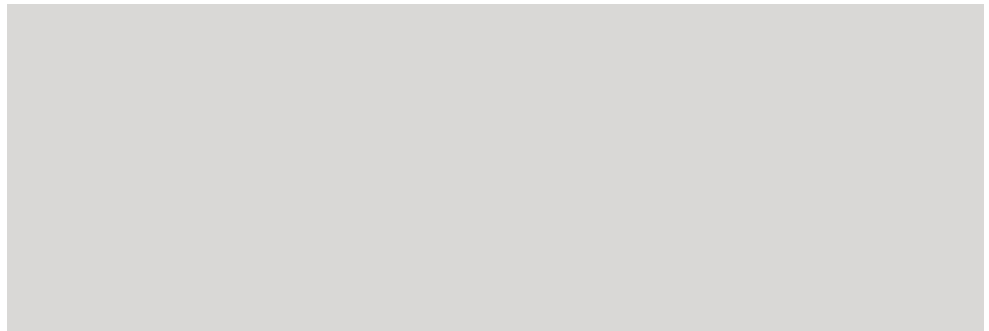


Consider your financial obligations, what salary can the business afford?



Job Description

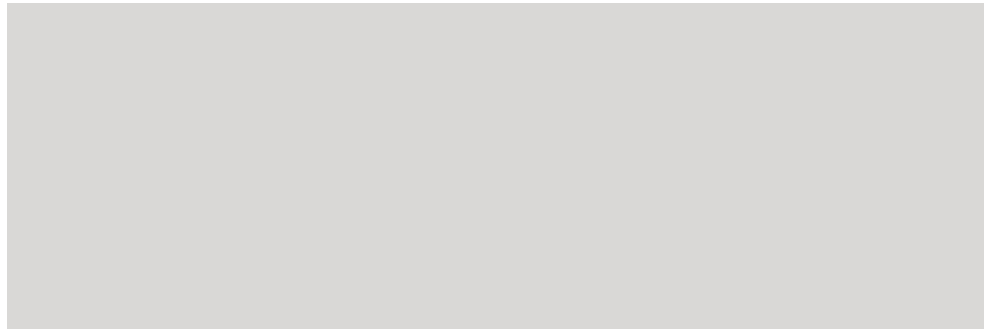
Describe your ideal candidate.



Job Title:



Reporting to:



Job Description Continued

Department:

Hours:

Pay:

**Duties and
Responsibilities:
Essential**

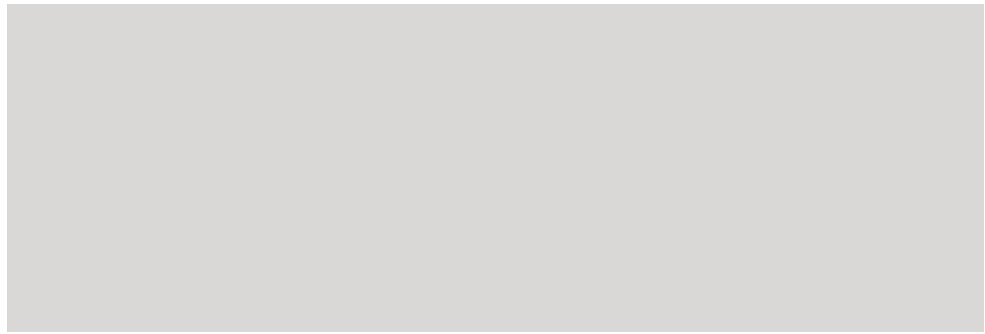
**Duties and
Responsibilities:
Desirable**

**Qualifications
Required:**

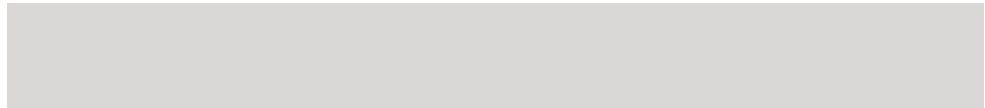
Skills Required:

Job Description Continued

Personal Qualities:



Important Other Information:



Accountabilities:



Responsibilities:



CRB Required:



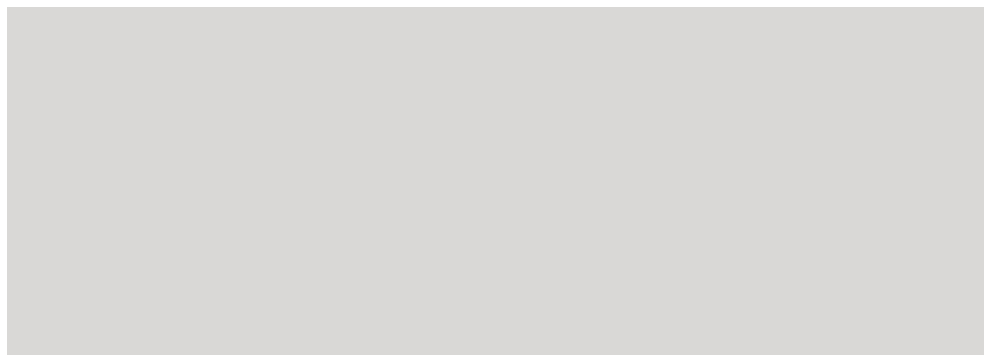
Office or field Based:



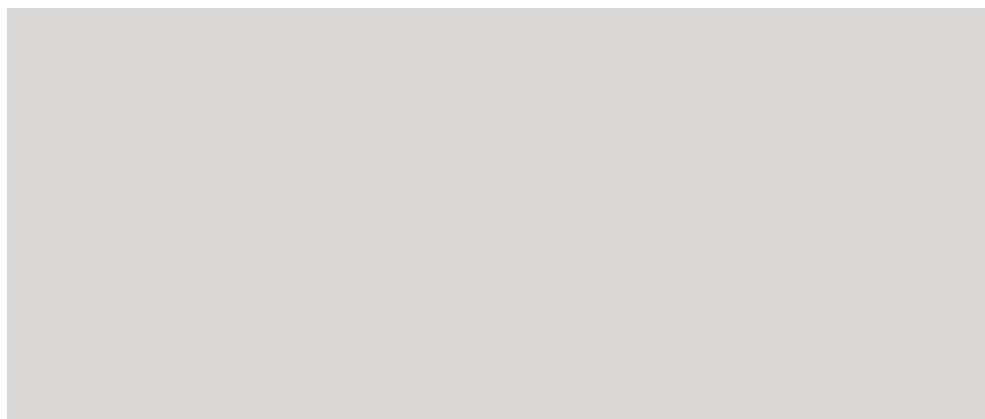
Driving Licence required:



Additional Equipment and Support required:



Notes:



Interview Questions

There are many areas to ask questions around: Business Partnering, Technical Know-How, Staff & Line Management, Customer Care, Sales, and Business Development, Managing Client Relationships, Resilience.

We have listed some examples. Use the blank template to create some of your own questions around the roles and tasks you are looking to fulfill.

The key is to ask the same questions of each candidate and score or rate to the same criteria

Criteria for determining score rating

5 - Excellent - Exceeds all the indicators – demonstrated extensive knowledge and expertise for aspects of the area (answer was in-depth with examples).

4 - Very Good - Meets most of the indicators and exceeds some - demonstrated extensive knowledge in area (answer was in depth with examples).

3 - Good - Meets most of the indicators - demonstrated sound knowledge in area (answer was detailed and included sound explanation).

2 - Limited - Meets some of the indicators - demonstrated limited knowledge in area (answer was brief with little detail).

1 - Poor - Does not meet the indicators - failed to answer the question/ failed to demonstrate any knowledge in area (failed to provide/identify any of the sample answers).

Interview Questions Continued

Question	Answer	Score 1 - 5
Briefly, tell us about yourself.		
Why are you interested in this role?		
In terms of your skills and experience, please describe the areas that are best suited to your skills.		
What are your current responsibilities?		
How is your performance assessed? (If it is?)		
What do you think has been the highlights of your career to date?		
What transferable skills do you think you can bring to this role?		
What areas would you see as your development areas?		
What motivates you to do a good job?		
What challenges are you looking for from a role?		

Onboarding process

You have found the right person, what next...?

1. Commencing employment - What you need:

- A succinct job description (so everyone is clear about the responsibilities)
- Formal job offer outlining the pay, working hours, and role requirements
- An employment contract (written terms)

2. During employment - What you need to consider:

- Probationary period, is this something you want to introduce?
- How will success be measured and tracked?
- Is there scope for professional growth and how can this be achieved?

3. After employment:

If the end of employment is a mutual decision, this won't take too much involvement, however, if an employee chooses to resign, it could be worth considering an exit interview to address any concerns for future employees.

Templates:

- [Processing agreement](#)
- [Job Offer Letter](#)
- [Non-Disclosure Agreement](#)
- [Written Terms](#)

Resources Provided by Oraculam:

- [Job Description Form](#)
- [Vacancy Advertisement Form](#)
- [Interview Questions](#)

Useful resources:

- [Checking your employment rights](#)
- [Employment contracts: everything you need to know](#)
- [Getting your business ready for IR35](#)

SiGNAL BiZHUB provides award-winning business support and training for self-employed people and small business owners.

BiZHUB members are part of a supportive and collaborative community of people who want to learn, grow and be inspired by each other's success.

Our business training and support gives you the tools you need to build a sustainable business. And our nurturing and friendly culture provides members with a supportive environment to develop their business and grow their business and income.

Don't do it alone. Join a vibrant local business community to learn and grow together.

Find out more about the SiGNAL BiZHUB by visiting our website.

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