

RECRUITING NEW STARTERS

Guide 1.4: Trial Shifts

Asking your applicant detailed questions in an interview is a great way to find out about their abilities. But how do you know what they will be like in practice?

Using a Trial Shift

Many catering and food sellers ask applicants to come into the business and do some of the actual work they are applying for as part of the interview process.

In terms of assessing their ability, it's a great idea – you get to see what they can do and how they get on with other members of your team without committing to employ them.

Here's some things to consider when arranging a trial shift:

How long will it be for?

A couple of hours should be enough to see what they can do. This also means you could have the interview and the trial shift on the same day.

What will they be doing?

Ideally it should be a distinct task that you can easily assess. But it's only of any value if you see them doing something they are actually going to be doing for you. If you need them to cook burgers, get them to cook burgers [under supervision of course].

Will you get feedback from their colleagues?

A new employee can significantly affect the culture of a small business. Do their potential colleagues think they can work with them? Consider any feedback from other team members, but ultimately, it is your decision.

Will you pay them for their work?

You can legally ask someone to work a few hours for you if it is clearly part of the recruitment process. If it's a full day or longer, you will need to consider paying them, so you are not in breach of National Minimum Wage regulations.

If you do want to use a trial shift as part of the recruitment process, make sure you tell the

applicant all the details when you invite them in for interview and be sure they understand the process – particularly whether or not they will be paid.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.