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HAMILTON BRADSHAW
Investing in people with passion

How do I track down staff of the quality I'm looking for?



James Caan

Dear James,
I am in my second year of business and looking for good-quality staff. How do I go about this?
Janet Dayney

A common preconception of an entrepreneur is one person working alone coming up with brilliant ideas, making all the decisions, doing all the jobs, reaping all the rewards. But having a team around you will help achieve your goals faster.

Finding good people is an area many start-ups struggle with. They may not know how to search for the right person, or perhaps they can't attract quality people because they are yet to establish the business.

Identify what the job role is and how you would like it to work. Do you need to fill a specific job function such as a finance role or are you looking for someone to help with your own workload?

Write a clear job description, give the role a title, outline tasks and responsibilities, who they report to and who reports to them. That way your new hire knows what they are applying for.

Decide if you are going to use a recruitment company. Whether you do or not, you need to shortlist CVs. Did they go to university? What did they study? Where have they worked before? Will they fit the culture of your company? Is there anything that stands out and catches your eye?

You may look at time-saving

interview options such as by telephone, panel or video conference calls. But meeting someone face to face can determine if they have the passion to fulfil a role.

■ For the full article and news of [James Caan's free app](http://standard.co.uk/askjames), go to standard.co.uk/askjames. His book, *Start Your Business in 7 Days*, is out now