



GAME SHARK REVIEWS
gamesharkreviews.com

RECRUITMENT GUIDE

HOW TO HIRE NEW EMPLOYEES

Introduction:

This guide should be used as a handbook to assist Directors with hiring and managing their own staff.

There are several rules to abide by before you can start submitting entries:

- **Never misrepresent GSR - unprofessional conduct and fraudulent activities will not be tolerated.**
- **When recruiting staff, use sound judgement for determining competency.**
- **If we have an account with a recruitment website, use it as a priority.**
- **If you require additional staff, make a request to your higher authority.**
- **Always document any ads you post and make the CEO aware.**

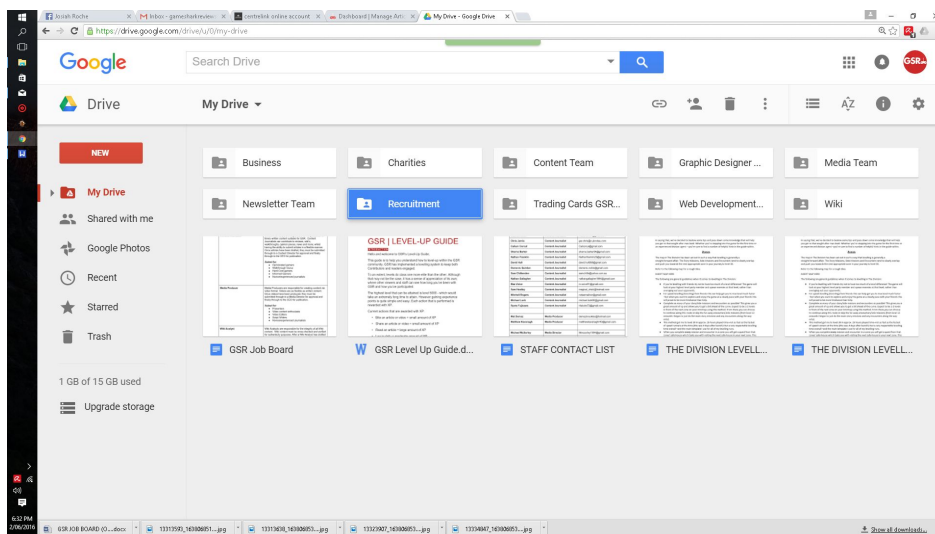
Now that you have the rules, let's begin:



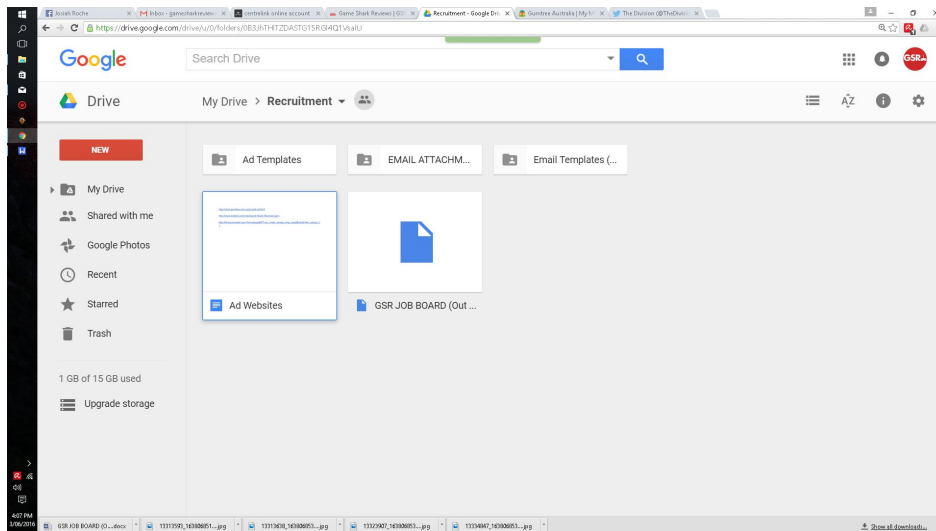
Permissions:

Once you have determined that you require additional staff, make a request to the CEO or persons of higher rank.

Once you have approval, head to the Google Drive where you will find all of the required files inside the 'Recruitment' folder.



Here you will find everything you will need for the recruitment process:



Recruitment Agencies:

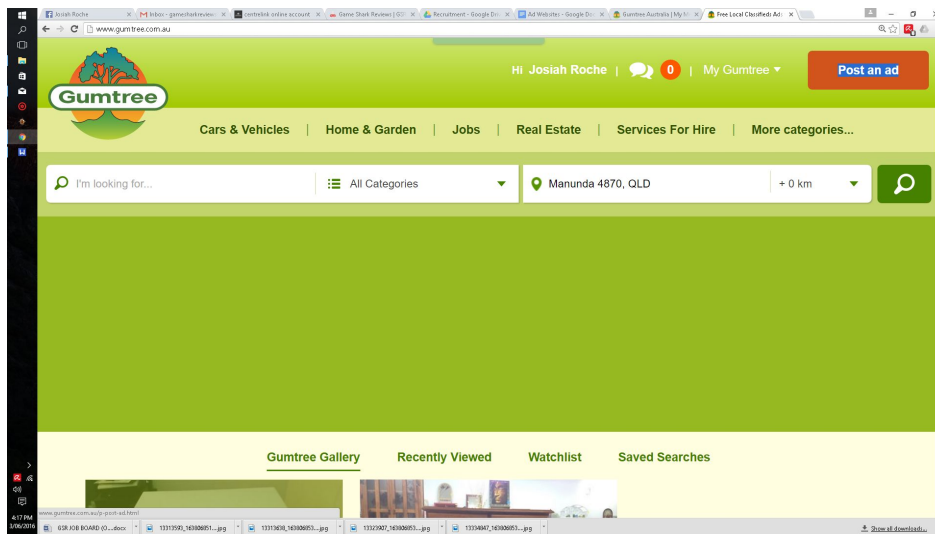
For reasons of practicality and speed, I have listed all of the current Advertising agencies in the 'Ad Websites' file.

You should use these websites for when you need to recruit staff. Unless specified, sign up with the ad agency with your work email, then fill in the relevant information (GSR).

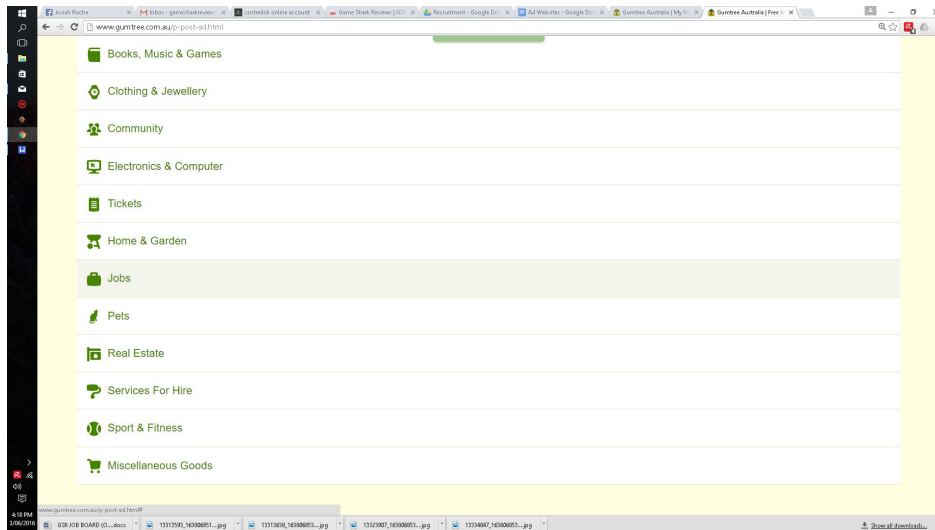
Then when you're ready, post an ad.

Posting an ad:

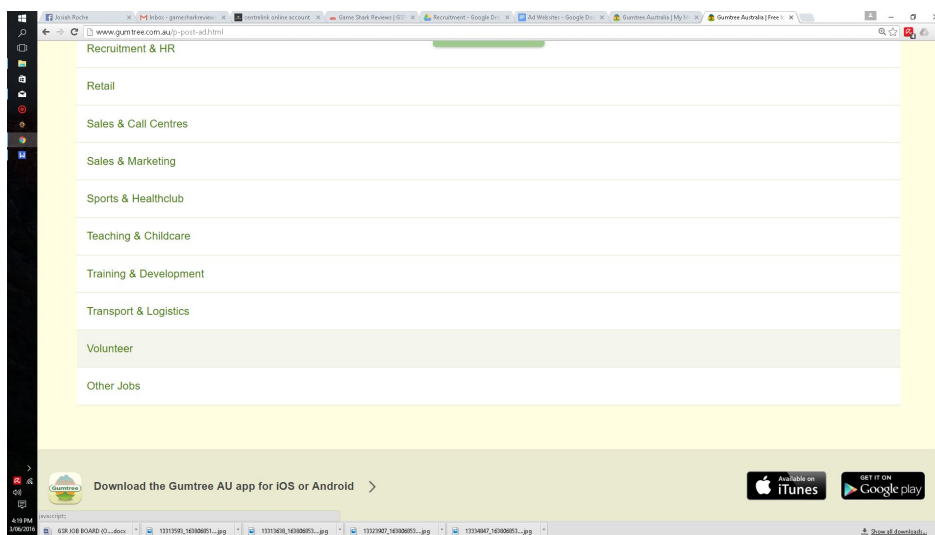
I will use Gumtree as an example for this tutorial.



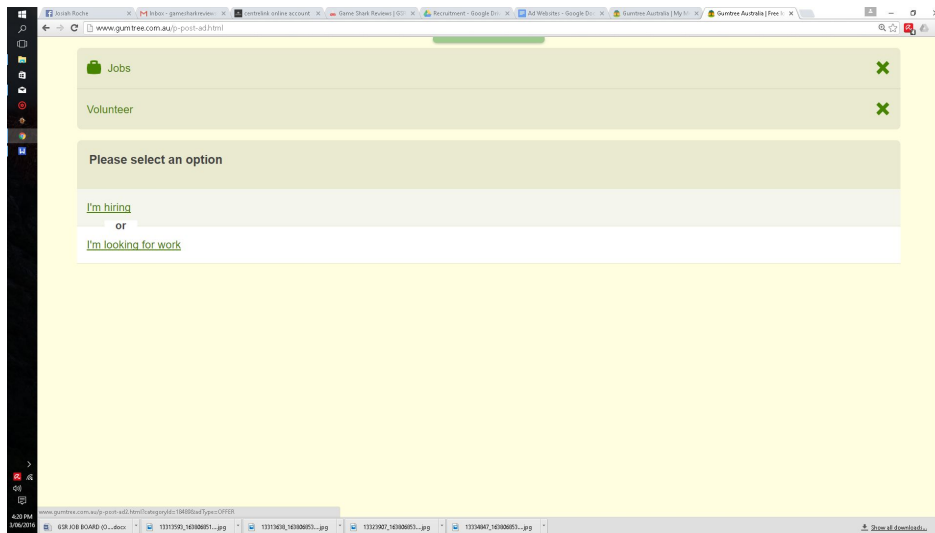
When you've clicked on post an ad, make sure you select the 'Group' as 'Jobs':



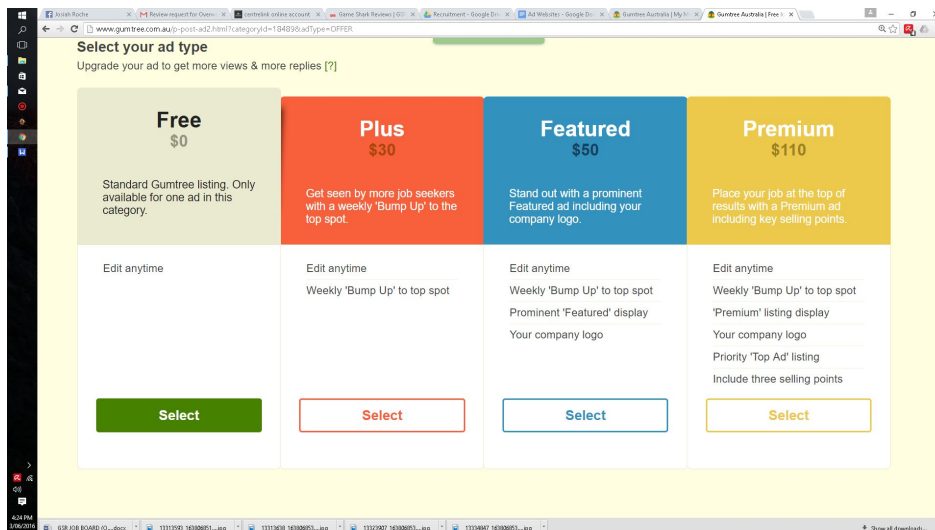
Then select the 'Category' as 'Volunteer':



After that, select 'I'm Hiring':

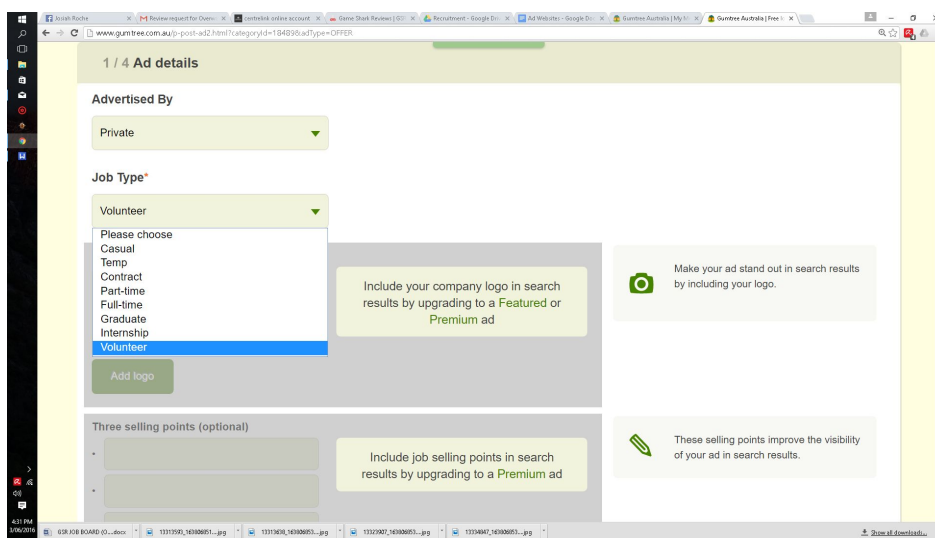


For the time being, we need to place ads free of charge. Obviously being the opposite of lucrative; we cannot venture towards paid ads at this current stage.

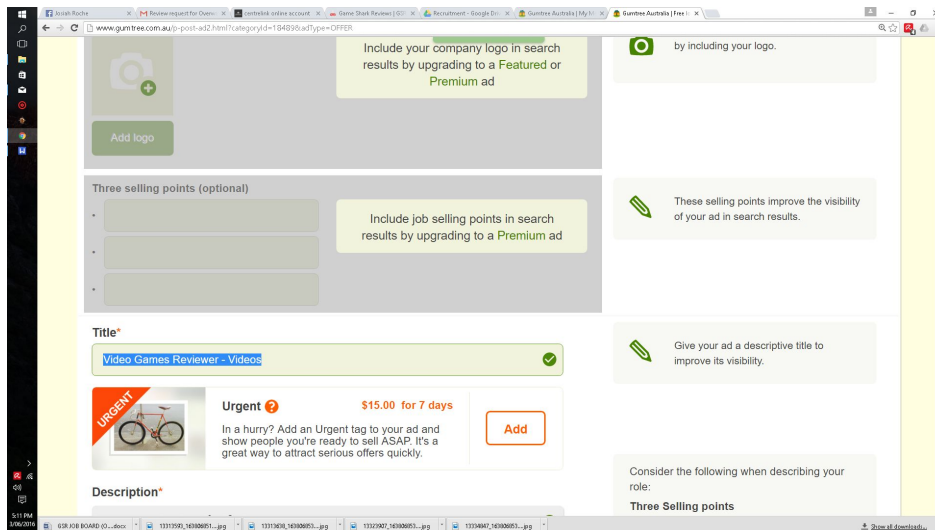


Ad details:

In the ad details, we want to advertise as 'Private' and also reselect the job type as 'Volunteer':

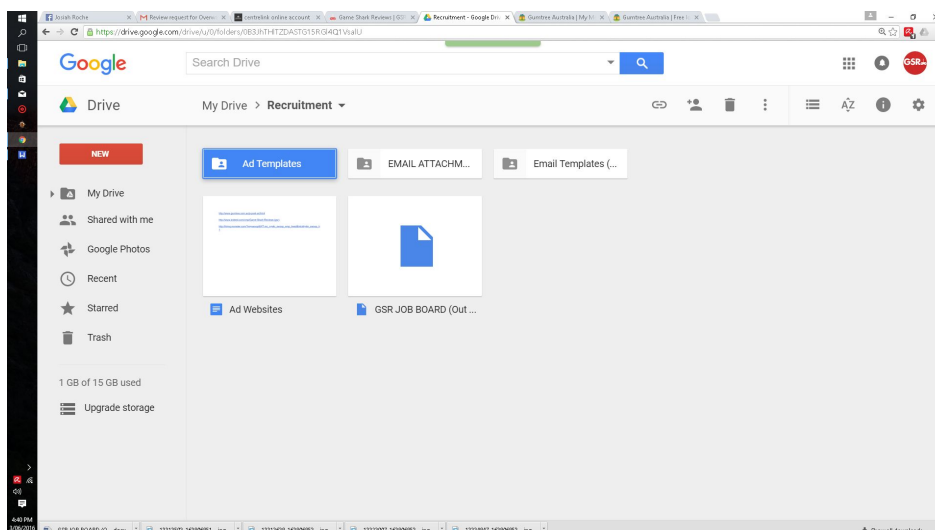


Now for the title. Make sure you make the title catchy - just like you would in an article. For the purposes of this tutorial, I will make the title 'Video Games Reviewer - Videos'.

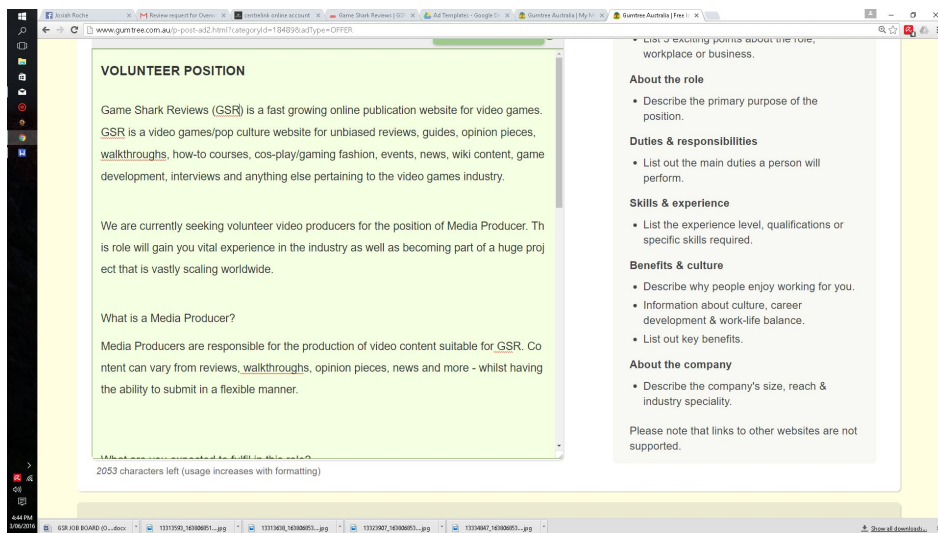
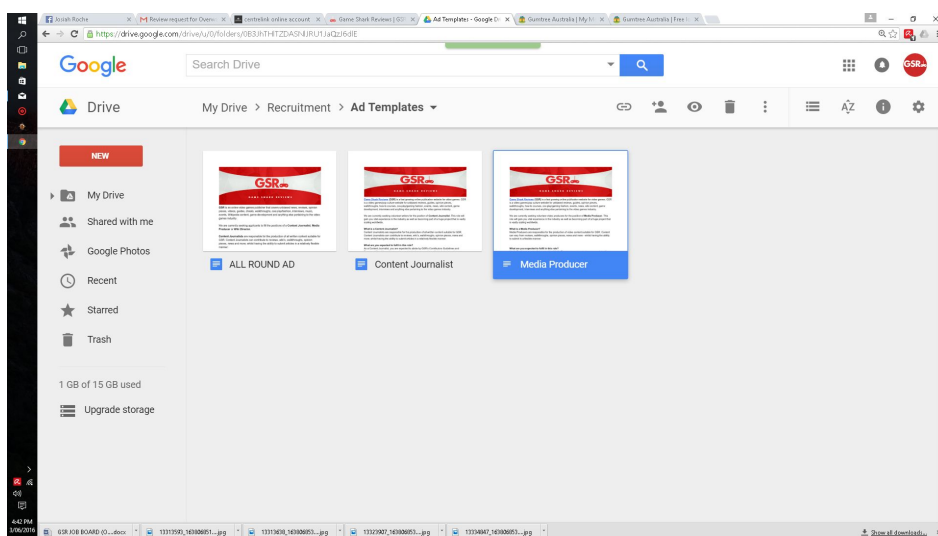


With the description, make sure you specify that it is a volunteer position; a lot of applicants do not read properly - take this from experience. Something like <VOLUNTEER POSITION> - Media Producer.

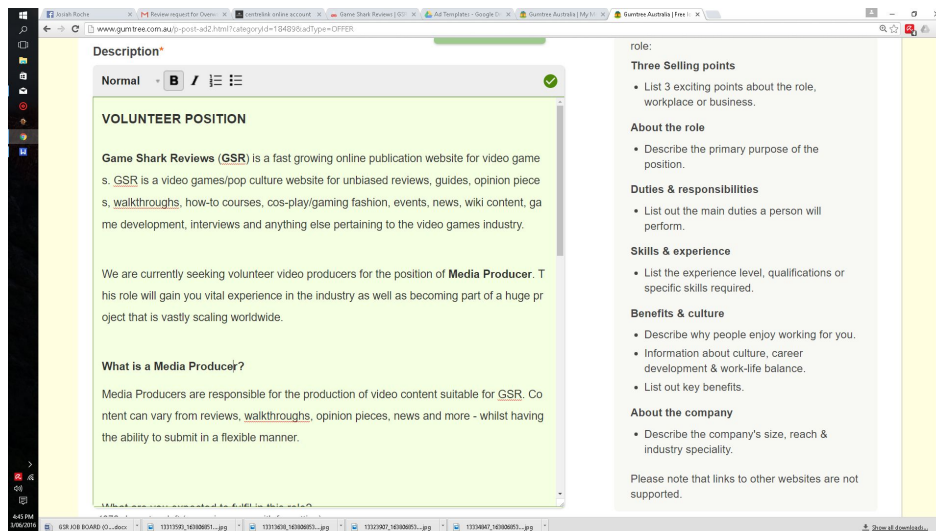
For the rest of the description, you should find the ad templates in the Google Drive, in the 'Ad Templates' folder:



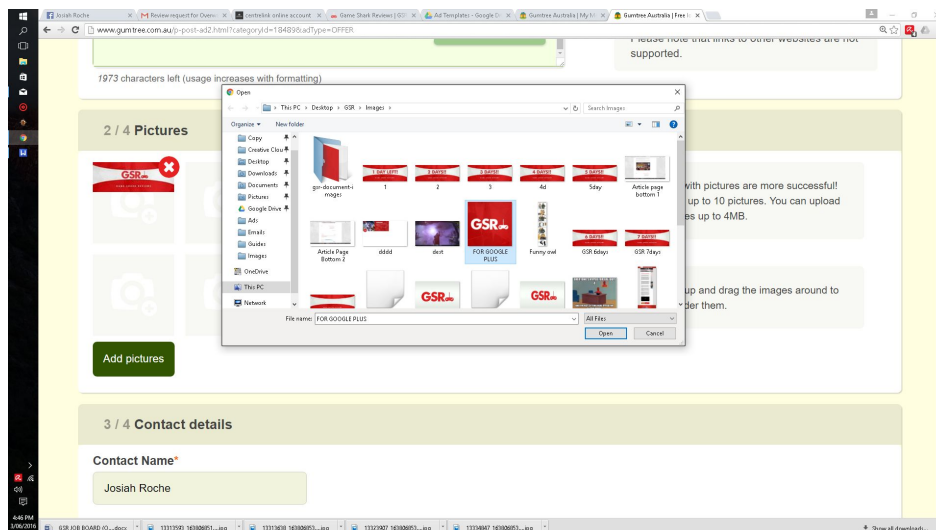
Simply click on the required template, copy and paste into the ad description:



Be sure to make any changes to the text to spruce it up a little:



Add any images as necessary (can be found in the image folder):



Contact details:

Preferably, you should use your professional contact details. Ideally, you should create a Gumtree account with the Content Director email or Media Director email. If you do this, you should share this account with your fellow directors so they can access the same account.

However the contact name should always be the name of the person posting the ad. I.e: Kris Godwin or Michael Mcsorely.

Input your own phone number, but if you are too uncomfortable with that, leave it blank. With the address, also leave it very centralised, like Brisbane, QLD, or Sydney etc.

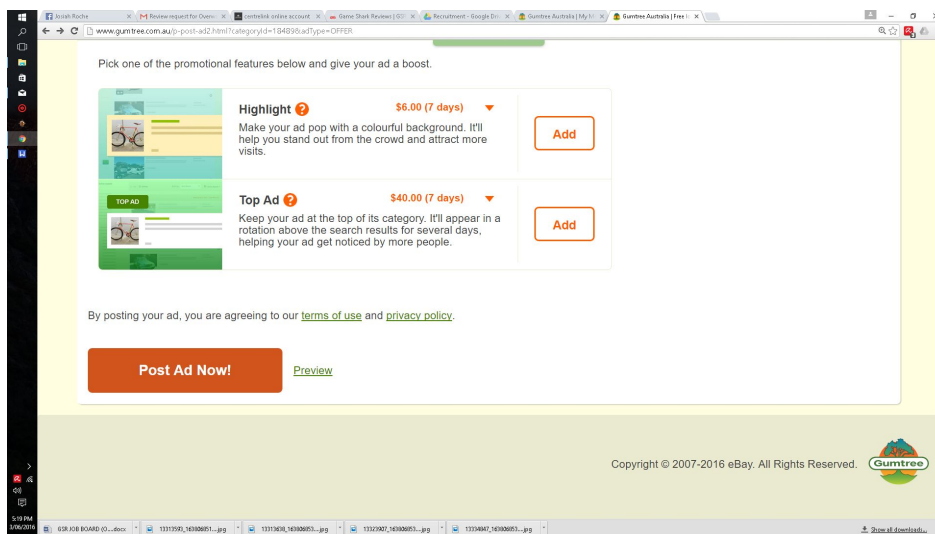
The screenshot shows a web browser window with the Gumtree 'Post an ad' form. The form fields are as follows:

- Contact Name***: Josiah Roche (with a green checkmark icon)
- Email***: josiahroche@live.com (with a note: 'Your email address will not be displayed.')
- Phone Number**: 0422644623
- Address***: 4/6 Cannon Street, Manunda, QLD (with a note: 'Help users locate your ad by entering your full address or suburb.')
- Location**: A button labeled 'Use current location' with a location pin icon.

Below the form, there is a section titled 'Finishing up' with the text: 'Pick one of the promotional features below and give your ad a boost.' A 'Highlight' option is visible for '\$6.00 (7 days)'.

A warning box on the right side of the form states: 'SMS scams often target the Gumtree community. An SMS message from a potential buyer asking you to respond on email could be a scam. Learn more [?]'

Once you have reread the entire ad, finalise it by clicking 'Post Ad Now':



After posting the ad:

Great work! You have successfully placed the ad and are now ready to anticipate applications.

Before you continue, please make aware of the ad to your peers (Directors) and also the CEO. This ensures that no one else duplicates the process.

You should now receive email notifications through your work email, so check regularly.

If you approach an applicant, make sure you let your peers know - again, for preventing duplication.

Determining Applicants:

When you have received an applicant, make sure that they fill in the set criteria specified in the ad.

If they did not write a cover letter and did not submit an example of their work, go to the 'Email Templates' folder in Google Drive, and select the 'MAYBE applicant' file.

! Make sure you edit the file before you send it to the applicant.

! If the applicant is for a Media Producer, edit the "200-500 article" to 'video example' etc.

! Edit the file before sending it through; I cannot stress this enough.

The 'MAYBE' file should be selected if the applicant seems promising (From their resume) and has not supplied any examples of their work.

The 'GOOD' file should be selected if the applicant has fulfilled all of the set criteria and has submitted a worthy example.

The 'BAD' file should be selected for applicants who either:

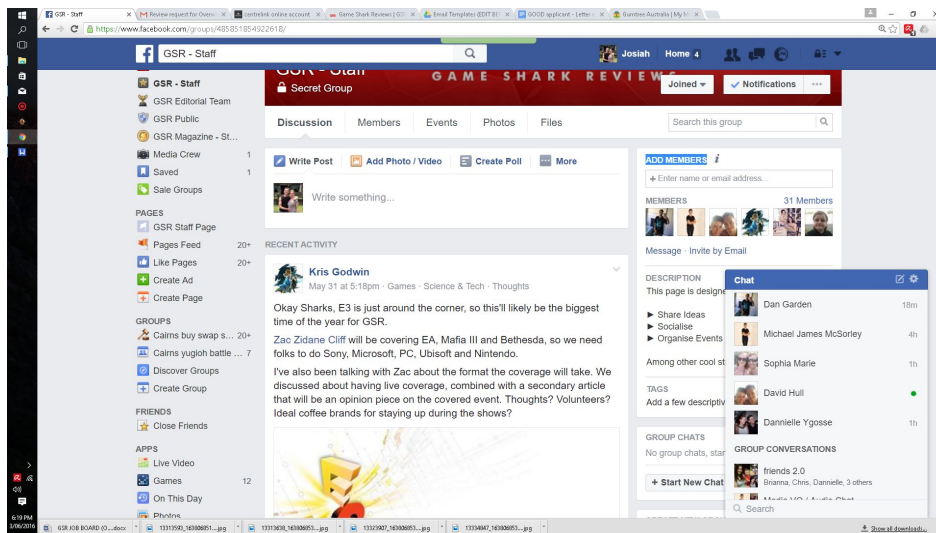
- **Have submitted a dissatisfying resume and/or a bad cover letter.**
- **Have submitted a bad example of their work.**
- **Were not suitable for the position.**

Successful applicants:

When the applicant is successful, you must send them the 'GOOD applicant' file as well as the files found in the 'EMAIL ATTACHMENTS' folder.

Once the applicant has followed the instructions set in the email, confirm them as a 'Friend' on Facebook and add them to the Facebook GSR Staff Page.

You can do this by navigating to the Facebook GSR Staff Page and adding the name of the successful applicant here:



Then when the applicant is added as a staff member, post a welcome message to the staff page for everyone to see.

After that, the applicant must sign up to our website, so that Dan Garden or myself can add the user to the website as a staff member.

! Make sure you notify Dan or myself once the applicant has signed up.

Well done! That concludes the end of the guide. If you have any questions, feel free to contact me at:

ceo@gamesharkreviews.com