

## APPENDIX C: Tender #3: Skills 5+6 (Recruitment)

This document is one of four appendices to the main document concerning the procurement of the skills, each with a distinct focus and content. Please read the main document for the general requirements regarding this tender.

### Topics

In this tender, skill 5 and skill 6 from the recruitment phase, are addressed:

Skill 5 with the topic: Getting the word out

Skill 6 with the topic: Interviewing, considering and making a deal

Phase: Pre-recruitment				Phase: Recruitment		Phase: Retention		
SKILL 1	SKILL 2	SKILL 3	SKILL 4	SKILL 5	SKILL 6	SKILL 7	SKILL 8	SKILL 9
Know if you should hire or do something else	Understanding the legal stuff (hiring by the book)	Understanding the costs of hiring and financial modelling	Make the role plan and specs	Getting the word out	Interviewing, considering and making a deal	Being a good leader: Onboarding and good routines	Retention	Handling things going wrong
Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)	Preparation package <ul style="list-style-type: none"> <li>Crash course</li> <li>Podcast</li> <li>Homework/tools</li> </ul> Workshop (+ optional post-workshop follow-ups)

### THE TASK

Erhvervshus Sjælland is seeking a collaboration partner capable of delivering a workshop and support for the preparation package for the skills 5 + 6.

Each skill in this tender must have its own workshop. The workshop must introduce relevant tools, methods or frameworks that can support the entrepreneurs in practice. The workshop must be competence-oriented and enable the participants to improve their competences to master these skills in order for the startup to succeed in actual upcoming recruitment processes.

#### Skill 5: Getting the word out

The workshop, including preparation/homework/tools, must provide entrepreneurs with an overview of and increased understanding of the first part of the recruitment process in relation to getting the right candidates to apply for the job. This skill is the first out of 2, which introduces and teaches the startup how to go about the recruitment process from preparing and publishing the job ad to selecting the right candidate.

In skill 5, the focus is on communication. The startup should after completing this skill know how to write a job ad and where to communicate it, in order to attract applications from relevant candidates willing to work in a startup (and potentially relocate or work cross-border).

To address this skill, the following sub-skills must be covered:

- Writing effective job advertisements as a resource-constrained startup
- Get the job ads on the right channels
- Working with agencies
- Using networks to spread it
- Writing ads for several countries - language and norms and channels!

Not all sub-skills have to appear in the workshop, nor does each sub-skill need to be weighed equally. Sub-skills can also be addressed in the preparation package elements. The supplier must describe a proposed division in the quote.

### **Skill 6: Interviewing, considering and making a deal**

The workshop, including preparation/homework/tools, must provide entrepreneurs with an overview of and increased understanding of the second part of the recruitment process in relation to selecting the right candidate. This skill is closely connected to the previously described Skill 5, which introduces and teaches the startup how to go about the recruitment process from preparing and publishing the job ad to selecting the right candidate.

Skill 6 focuses on the selection phase of the recruitment process. Once the startup has received applications for a job posting, the emphasis is on how to identify and select the most suitable candidate. After completing this skill, the startup will have strengthened its competence in screening applications and choosing the final candidate, as well as gained practical training in conducting job interviews.

To address this skill, the following sub-skills must be covered:

- How to conduct an interview
- What to ask
- Where to do it
- How to make it fair
- What to look for
- Learn to identify things you didn't expect but could be good, during interviews
- How to review
- How to choose your candidate (or list of preferred candidates)
- When to choose not to move forward?
- Removing biases
- When to make an offer
- How much to reveal

- How to negotiate
- When to exclude others from process
- Ethics in negotiation
- How to lay a solid foundation
- When to sign contract

Not all sub-skills have to appear in the workshop, nor does each sub-skill need to be weighed equally. Sub-skills can also be addressed in the preparation package elements. The supplier must describe a proposed division in the quote.

### **Target group**

Additional to the description of the target group in the main document, the target group for this tender is startups, who have little or no experience of recruiting new employees. It can also be startups, who have tried hiring before with negative and expensive outcome, and therefore need increased competence in attracting the right candidates and selecting candidates.

### **Specific requirements**

The supplier must:

- Have experience with writing clear good job ads
- Have experience with spreading job ads in Scandinavian countries (either in-house or sub-providers)
- Have experience with marketing and clear communications
- Have knowledge in how to best utilize AI as a tool in this