Recruitment in dental practices
An insight into the candidate screening

By Luke Arnold, UK

Have you ever applied for a job, but were not successful? Or perhaps you are just curious about what actually goes into candidate screening once you have handed in an application? Altogether, there are a great many factors that are taken into consideration by an employer during the recruitment process, all of which help not only to ensure that the right candidate is given the job, but also to streamline the process for everyone involved.

To help with screening, employers often use an initial checklist that can be used to quickly and efficiently establish whether an applicant is a suitable candidate. On that list will be a number of desired skills that the prospective employee must have in order to advance to the next round. These typically include the necessary qualifications, accreditations and registrations. If a candidate does not have what the employer is looking for (what was specified in the job listing), he or she will be the first to be eliminated from the list of contenders.

The next consideration will be the applicant’s most recent employment, job description, and roles and responsibilities on his or her curriculum vitae to establish whether he or she has the relevant experience for the advertised position. While it is not always essential to have done the job before, it certainly helps. If you meet the specifications, do not sell yourself short when detailing your employment and experiences.

Furthermore, employers look at the length of time a candidate has spent in his or her previous roles. The reason for this is that most practices prefer not to take on a job hopper, since they do not want to be advertising the role again a few months down the line.

Locality can be another important factor that affects a candidate’s suitability, especially if the job is in a rural location or more difficult to reach. Besides it being useful to have staff who live relatively close by, practices have to consider what would happen in the event of adverse weather conditions preventing a staff member commuting to work. If a practice can avoid a situation in which it may lose revenue and custom, it would always consider that option.

Finally, employ the services of a specialist recruitment agency such as Dental Elite for expert advice and support and to act as an intermediary between you and the employer. To maximise your chances of success, make sure you prepare for the candidate-screening process. The rest is in the employer’s hands.