

OPEN YOUR  
DOORS  
FOR...

# REALISTIC JOB PREVIEWS

TO RECRUIT AND RETAIN KEY PROFESSIONALS



## EXAMPLES OF USE

### In introducing potential new hires to realities of roles:

- ✓ Examples of expected daily duties
- ✓ Information, including less glamorous views of the work
- ✓ Observation opportunities
- ✓ Experience working in support or related roles

### In seeking to retain existing staff:

- ✓ Round-table discussions to improve sense of career paths
- ✓ Observation/previews of other roles
- ✓ Candid videos describing roles and progression
- ✓ Mentoring opportunities



## EVIDENCE OF BENEFITS



Unrealistic expectations can result in recruitment and PR difficulties

People are more resilient to the professional commitment required



New joiners are less likely to be overwhelmed compared to those 'thrown in at the deep end'

Engagement and morale benefits - misled employees may withhold work or commitment



Reduces turnover costs and drop outs

Attracts the right people for your supply routes



Those at highest risk of leaving soon after joining don't pursue their application

Candidates who join after a preview tend to stay longer



## TOP TIPS FOR EMPLOYERS

### Vision

### Design of activities

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- Be clear what you hope to achieve through realistic job previews.
- Link to your strategic priorities, i.e. retention, engagement, wellbeing and reduce costs of re-hires/training etc.
- Decide how to articulate, measure and share success.

- Clarify what resources, actions or support will be needed from stakeholders.
- Consider partnerships with those who might share your vision eg. HE institutes.
- Get existing staff involved.
- Offer a range of activities.

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- Be flexible about design: 1-2 week blocks provide a great immersion but one day might be enough when observing repetitive tasks.

### Delivery

### Review

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- Staff are role models so brief them on the need to demonstrate an authentic experience.
- Remember this is a matching process - both sides should make informed choices.
- Consider if you can help fund transport costs, specialist clothing or equipment.
- Ensure people know who to talk to about their questions and concerns.

- Feedback to individuals along the way and debrief at the end.
- Gather stories of experience and consider how to improve next time.
- Have a conversation early on and regularly to ensure goals are still relevant.

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