

31 Biggest Small Business Recruiter Mistakes

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Our ‘Biggest Recruiting Mistakes’ have been collected over the course of more than 20 years of research and hands-on experience with hundreds of companies in Northern California.

At one time or another most of us as managers, have forgotten a step or two or to ask a very important questions, which lead to a costly miss-hire. The most important thing we can do for our company is to become a student of “best hiring practices.” You can save time and money and reduce frustration by avoiding the most common pitfalls in recruiting today. Review the “Biggest Mistakes” and form your plan to avoid them.

- 1) Failing to plan well enough
- 2) Ineffective ads
- 3) Failing to use all available resources
- 4) Lack of clarity on what matters in effective job performance for a new person
- 5) Lack of clarity on skills, experience, education or personal characteristics required
- 6) Failing to match questions during interviews to the nuts and bolts of the job
- 7) Inadequate information gathering during the interviewing process
- 8) Wasting time with the wrong candidates
- 9) Poor screening and interviewing techniques
- 10) Poor documentation
- 11) Rushing the process
- 12) Unstructured interviews
- 13) Interviewer talking too much during interviews
- 14) Asking unlawful questions
- 15) Not listening actively during the interview process or steps
- 16) Emotional hiring decisions
- 17) Not recognizing candidates that actually fit
- 18) Not recruiting continuously
- 19) Not checking references
- 20) Searching for dream candidates
- 21) Trying to clone yourself as founder—maintaining unrealistic expectations
- 22) Taking a personal contact’s word for a candidates qualifications
- 23) Not anticipating other issues that may negatively impact the hiring process
- 24) Taking too long to make a decision
- 25) Applicant communication boundaries crossed
- 26) Unclear career paths or advancement opportunities presented to employees
- 27) Expecting the employee to train themselves or already be trained
- 28) Not following through on commitments made during the hiring process
- 29) Not holding the employee accountable, early on in their performance
- 30) Not being willing to replace the employee sooner
- 31) Not learning from our hiring mishaps and repeating the same mistake