

Top Tips To Improve Hiring Results

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If your goal is to end up with motivated, capable employees that support your business direction, it all starts with effective recruiting. If you want contributing members added to your team, you must recruit & hire for those qualities. Warning! Hiring casually will lead to a dead end. Hiring without clearly defined criteria, employees will miss your expectations!

Finding the right employees can be one of the most costly, frustrating & time-consuming parts of business. Ever experience disappointment related to an employee's lack of commitment or dedication to the job? What happens when one of your most valuable employees leaves, just at the time you need them most?

If you're thinking about hiring or promoting an employee & are uncertain how to effectively accomplish the task, this portion of our site may help you determine gaps in your recruiting & development programs. Assess your strengths & weaknesses. Improving this portion of your business can mean significant improvement in profitability & business satisfaction.

1. **Determine the specific job function** you are hiring for & prepare a complete (written) job description. Include compensation package appropriate for the responsibilities & experience necessary to perform the job effectively to attract the quality of person that will effectively perform those job duties;
2. **Identify specifics of the person** you would like to hire; skills, abilities, education, experience, knowledge, attitude etc.
3. **Prepare a "reverse resume"** outlining your "ideal" candidate's attributes. Be as accurate as possible so you will be able to recognize the ideal candidate quickly. Avoid comparing applicant to applicant, compare your expectations to applicants for the best results;
4. **Identify the most likely sources** to locate the best applicants
5. **First, look within.** Is there someone within your organization that fits the qualifications?
6. **Prepare your plan** of contacts, advertising or other methods to maximize the number of candidates that will apply for the position.
7. **Prepare a carefully thought-out application** to ask probing questions of candidate(s) that specifically address areas of importance for this job. Don't trust this important aspect of your business to an "off the shelf" application from a stationary store

8. **Seek and use good legal advice.** Personnel law is fraught with pitfalls, be certain your application contains terminology your legal counsel has approved.
9. **Prepare a specific list of interview questions** to probe candidate's aptitude & skills for the position.
10. **Show the job description during the interview process.** During the interview be certain the candidate reads the job description & commits to his/her ability to perform the duties outlined therein.
11. **Be certain all written & verbal questions do not violate hiring laws.**
12. **Learn to be an effective interviewer** (i.e. "listener" - most talk way more than they should). Ask probing questions & then listen carefully to his/her answers. Watch body language for additional "insight" into the person's abilities.
13. **Determine your hiring process in advance** (a) written application (b) tests? (c) personal interview (how many & by who?) (d) follow-up interview (e) hiring criteria.
14. **Prepare a rating sheet** to evaluate each candidate equally.
15. **Rate each candidate** on the most important items of the job.
16. **Check references & candidate's work history** (within legal parameters).
17. **Include existing employees in the screening process.** Have the manager the new employee will work for also conduct an interview with the top 3 candidates.
18. **Compare notes with your manager & decide on your unanimous choice.**
19. **Make the offer**
20. **Complete the appropriate forms** for your information & government agencies.