



A crash Course on Hiring – yourhrusa 2/1/11

Hiring the right employee is one of the most important things that a business owner will do. Unfortunately, it is one area that most managers feel ill equipped at. We've all heard horror stories of hiring someone only to realize that they were a bad hire. Worst yet, invest time and energy in training a new employee who doesn't have the interest or aptitude for the job. Provided below are key components of a hiring process that will help Managers be successful in the selection process:

Step One: Begin with a clear specific Position Description of the job. The Position Description should include the following:

- Position Title
- Department
- Who will the position report to?
- What are the key tasks and responsibilities of the position?
- What skills are required or preferred?
- What experience is required or preferred?

Step Two: Decide whether you will conduct initial telephone screens or have the candidate interview in person.

The following are sample questions that may be used for a phone interview:

1. Is the salary range set for this position within your acceptable range?
2. Why are you currently searching for a new position?
3. What are some typical decisions that you make and how do you make them?

Here are sample questions that may be used for a face to face interview:

1. Share with me a recent accomplishment of which you are most proud.
2. What would you have liked to do more of in your last position? What held you back?
3. Tell me about your work background, and give me a description of how you think it relates to our current opening.
4. What are your qualifications, i.e., what skills do you have that make you the best candidate for this position?

Include any special training you have and related work experience.

Step Three: Stay Away from unacceptable employment inquiries such as inquiries pertaining to the following:

- Candidate's maiden name.
- Questions regarding owning or renting.
- Questions pertaining to age or date completed school.
- Birthplace or applicant or applicant's parents or relatives.

Step Four: Document the Interview. Documentation should include:

- **Date of Interview**
- **Applicant's Name**
- **Position Interviewed For.**
- **Interviewer Name**
- **Recommendation Action ,i.e., consider hiring, interview further or not qualified.**
- **Select the recommended action.**

