



**Topic:** **Top Hiring Mistakes in the Construction Industry – [yourhrusa.com](http://yourhrusa.com)**

**Issue:** We’ve all heard horror stories of hiring someone only to realize that they were a bad hire.

**Impact:** Worst yet, we invest time and energy in training a new employee who doesn’t have the interest or skills for the job.

**How Mgrs Contribute to the Problem:**

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 doing. Many business owners do not approach hiring in the right manner and often make the same mistakes.

**Why Change:** Hiring the right people can make a world of difference in the success of your business. A poor hire is costly and negatively impacts your bottom line.

**Top Hiring Mistakes to Avoid:**

1. **Not looking into candidate’s backgrounds.** No matter what candidates include on their resumes, you need to conduct some due diligence. If you are serious about a specific candidate, make sure their work history is accurate, and check at least one or two references. In addition, it is helpful to check their background. For more information on tips on checking references, see [yourhrusa.com](http://yourhrusa.com) [Employee Hiring forms](#).
2. **Making promises you cannot keep.** It can be a very costly mistake to make promises that are not well thought out. Know ahead of time what you can and cannot offer a prospective employee.
3. **Hiring someone for the wrong reasons.** Unfortunately, this a common mistake. Whether you’re doing your brother a favor or are impressed by the way someone looks or talks, hiring should not be done for the wrong reasons. Your focus should always be on the best candidate for the job.
4. **Not conducting a good interview.** Conducting a good interview is a skill that many people do not possess. It’s important to ask the right questions to determine whether a candidate is right for the position and fits into the company. For a list of sample interview questions, see [yourhrusa.com](http://yourhrusa.com) [Employee Hiring forms](#).
5. **Not looking for a good fit.** In most businesses there needs to be a rapport among employees. If you hire someone who does not fit in with the team’s chemistry, you may find yourself with unnecessary problems.
6. **Not giving employees offer letters.** Offer letters list all the important details, including the starting salary, bonus structure, start date, at will status, and benefit information (if applicable). For information, see [Sample Offer Letters](#).
7. **Not being prepared.** You can easily make a hiring mistake when you’re not prepared for the interview and hiring process. Know the questions you want to ask and the type of employee you’re looking for. Also be ready to explain the position and answer questions about the company.
8. **Expecting way too much.** Many times managers expect one person to save a sinking ship. An unrealistic, lengthy list of qualifications and background requirements creates a situation where you settle for someone whom you think can do a little of everything, but does not excel in the key areas. Narrow your focus to the most important aspects of the position.

Small businesses do not have always have in-house recruiting expertise and are often left to fend for themselves in the area of recruiting. The above tips provide some basic guidelines to follow as you begin the hiring process. Visit [www.yourhrusa.com](http://www.yourhrusa.com) for additional information on Hiring and other solutions facing Small Business owners.

