

Tips On Hiring Employees

TIPS ON HIRING EMPLOYEES

Whether you do the screening, interviewing or actual hiring, it is important to have a few guidelines to follow. The most important part of any activity is the staff. You spend more time with your co-workers than you do with your own family. The people you hire must be dependable and compatible.

The best training in the world won't change someone who is unfit to work in a Services activity. While an employee's responsibilities will vary from activity to activity, intelligence, cooperation, versatility, dependability and honesty are just some of the traits you will want an employee to possess. Keep in mind you must match the applicant to the job. Don't be tempted to change the job specifications to fit the applicant's needs.

How do you go about recruiting qualified people?

1. Newspaper Advertisements - This method is quick and easy, *but not the most efficient*. Job seekers of all sorts scan the want ads and you are likely to get responses from applicants who aren't suited for the work.
2. Employment Agencies - While they may screen candidates for you, *do not expect miracles*. The same applies to unemployment offices. Keep in mind some employment agencies may charge a fee for their services.
3. Daily Bulletin - Follow local policy for input and timelines for Daily Bulletin submissions.
4. Word of Mouth - Let your employees know; they can help to spread the word.

NOTE: In every instance, be sure that applicants go to the Human Resources Office to apply. All resumes/applications must be submitted to the Human Resources Office before they can be considered for employment.

Immediately following the close out date, review all resumes/applications. Read each resume/application thoroughly, consider only those that meet the qualification requirements for an interview. Remember, the law as it applies to Military Spouse Preference, Transition Hiring Preference, and Veterans Preference must be adhered to.

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Check with each applicant's previous employer. A former employer can provide information on the applicant's reliability and character.

Contact the individuals you have selected to interview to schedule an appointment. Pay particular attention to the applicant's diction and phone personality.

You may want to ask a couple of questions over the phone:

- Who was your last employer?
- How long did you work for them?
- What were your duties?
- What was your reason for leaving?

The answers should coincide with facts you have before you. Pay particular attention to the reason for leaving the previous position. If the applicant and employer cite two different reasons, proceed with caution. You may want to gather more information from the applicant during the interview.

Select a date and time to conduct your interviews. Be sure you have cleared your calendar for this time so there are no unnecessary interruptions. Schedule the interviews an hour apart. Conduct the interviews in an area that affords you complete privacy. Have a waiting area available for those who arrive early.

Conducting the Interview:

1. Punctuality - Was he or she on time? Were you? Try not to keep the interviewee waiting, his or her time is valuable too.
2. Give him or her a quick tour of your facility, then take him or her to the area set aside for your interviews. You may want to offer him or her a refreshment, if available. This will help put the interviewee more at ease.
3. Appearance - How is the interviewee dressed? Is he or she wearing professional attire? Is he or she chewing gum?
4. Make eye contact with the person - How much self-confidence does he or she have? Note the interviewee's speech and mannerisms, does he or she speak well? Compulsively? Are there indications of a drug or alcohol problem? *Do not ask.*

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5. Go over the jobs the interviewee has held. What does he or she think of his or her co-workers? His or her supervisor? Is he or she reluctant to discuss his or her previous work experience?
6. Ask questions about the skills he or she possesses. What equipment can he or she operate? What schools did he or she attend? What hobbies does he or she have?
7. Ask if he or she can work a flexible schedule, evenings, and /or weekends.
8. **Do not ask:** His or her marital status; whether or not he or she has children; whether or not he or she has transportation to and from work.
9. Review salary, benefits (if applicable), work schedule, requirements of the job, dress code (as necessary), breaks or meals, etc.

It is easy to become enthusiastic about one or two applicants, but remember you are fitting the applicant to the job, not the other way around.

If you are interested in the applicant, let him or her know you are *considering* him or her for the position, but you have a few more interviews to do before you make a final decision. Inform him or her that the *Human Resources Office* will contact the person selected. Thank him or her for coming by and offer some positive words on the quality of the interview. This will end the session on a good note, even if he or she is not selected; thus ensuring positive contact in future interviews.