85 HIRING STRATEGIES

1. Develop a reputation as a great company to work for

2. Identify the exact number of employees needed

3. Determine the skill set needed for each job classification

4. Identify what personality type will fit the position

5. Identify what personality type will fit into the current employee structure

6. Identify what personality type will progress the business

7. Determine the salary range for the position

8. Place persuasive classified ads detailing all the benefits you're offering

9. Ask for referrals from current employees

10. Seek employees from local colleges

11. Make want ads simple but inviting

12. When running a classified ad more than once, change the look of the ad so it doesn't appear that you're having a difficult time filling the position

13. Establish a job description for position so you can properly match prospective employees qualifications with each position

14. Phone interview to determine if qualifications and salary needs fit before you bring in for interview

15. Advertise a set time and place you may want to hold open interviews in order to conduct massive interviews, see the applicants and save time on initial contact

16. Interview only the people that match the qualifications you're looking for

17. Plan time in your day to properly interview

18. Stay focused on the task during the interview

19. Develop a series of questions to ask all prospective applicants on initial call to screen who you're bringing in to the interview to save you time

20. Invest the time to properly hire the right person or you'll waste more time and money replacing them

21. Promote from within. You already know what you have

22. Is the applicant over qualified for the job. If so, they may not stay

23. Is the applicant qualified for the job and trainable

24. Do the previous jobs compare with the strengths needed for the current position

25. They need to have a good attitude coming in. They're not going to develop it once they get here

26. Look at appearance for neatness or sloppiness. That's how their work will be

27. Did the applicant dress appropriately for the interview

28. If late on interview. Will be late for work

29. Develop a series of interview questions to bring out the key issues you're looking for in the individual to fill the position

30. Ask what their strengths and weaknesses are to determine areas needed for improvement

31. Find out what a typical day consisted of in their previous job and if they liked it to determine if they'll fit

32. Ask them to describe a previous work situation in which they handled a problem co-worker, resolved a crisis, juggled multiple tasks, etc to determine behavior

33. Ask how many work days they missed last year. People with good attendance know exactly how many days they missed

34. Make eye contact to evaluate if answers are genuine

35. Is the applicant interested in the company goals or vision

36. If applicant asks about time off in initial interview, know that they'll always be interested in time off

37. Evaluate listening skills on initial interview

38. If job application isn't properly filled out, that's how their work will be – incomplete

39. Look for deliberate avoidance of critical questions such as drug testing, criminal background, why they left their former employer, etc

40. If they forgot to sign the job application, they're either not confident of their employment history, not comfortable with the terms of the job or they're lying

41. Provide a job description on initial application to define job accountabilities and assess interest in the position

42. Evaluate if their body language is reflective of what they're speaking

43. Be sure to have applicant hand write the application to assess neatness if hiring for that task

44. Ask yourself if they're the right person for the position – don't lie to yourself

45. Test employees on the interview. Typing, personality, accounting tests, etc.

46. If they bad mouth their previous employer, they'll bad mouth you

47. If they had attendance issues before, they will again

48. Ask yourself if you would like to work next to them every day

49. You can't afford negative people on your roster. Look for upbeat and positive people

50. Ask open-ended questions to get applicant talking to properly evaluate them

51. Make applicant feel comfortable on the interview so they'll like you and tell you the truth

52. Look for discrepancies between the application and the interview for honesty

53. Do they need and want to work or are they just bored. This will be how they'll approach the job

54. How long do they stay at a job and does that fit your need

55. Determine why they left their previous jobs to evaluate if they'll leave yours

56. Learn what they liked and disliked about previous jobs to determine if they can work for your management staff

57. Ask their opinion of their previous boss to determine if they can work for your management staff

58. Match applicants qualifications with current job description

59. Determine if personality will fit the requirements of the job. You can't change their personality or train them to be different

60. It costs more to hire the wrong person than it does to work without them

61. Look for friendly people for customer service

62. Look for detailed people for detailed work

63. Don't hire an over-qualified person. The job will be beneath them

64. Smart people are trainable. Hire smart people

65. Always do criminal and background checks

66. Have candidate sign a release in order to get background check from previous employers

67. Check all references thoroughly. Look for discrepancies

68. Determine from prior employer if they would hire them back or not

69. Validate with previous employer the reason for leaving employment

70. Confirm dates of employment are correct

71. Develop a list of reference questions to validate the applicants work history and get prior job work ethics

72. Investigate how they got along with fellow employees

73. Determine from previous employer if applicant had a tardiness problem

74. Ask previous employer if applicant was trustworthy

75. Ask prior employer if applicant was dependable and number of days missed

76. If applicant wants to hold onto their prior job while working for you, they're just trying the job out and will not work through initial issues

77. If they're concerned with time off on the interview, it will not change once hired

78. Look for eye contact on the interview. The eyes are the window to what's going on inside

79. Look at posture on the interview. This will show how they'll carry themselves in your employment

80. Notice how they enter and exit a room. Do they have the energy for the position

81. Did they come prepared for the interview. If not, they'll not be prepared for the job

82. Have current key employees interview the candidate also. They'll be more interested in having them succeed

83. Hire qualified people quickly before someone else grabs them

84. Pay the better qualified candidate better to hire the right person

85. Past history repeats itself. Pay close attention to their employment history

For more information on Hiring Employees view Hire A Team Of Superstars

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