



GET PREPARED TO FIND THE *RIGHT* PERSON TO HIRE

When you need to hire someone, more often than not you need that someone to start work yesterday! Rushing into the recruiting process can result in hiring the “wrong” person and cost you and your business time, customers and money.

Being **PREPARED** improves the quality of the people that you hire and saves you time when you need it most – during the recruiting process.

Profile of Job - Clearly define the expectations that you have of your potential employee – from duties & responsibilities to specific attributes, skills and behaviours to be demonstrated on the job. You can’t hire the right person until you know exactly what you’re looking for.

Review Human Rights Legislation – Know the law! Visit the Canadian Human Rights Commission website at www.chrc-ccdp.ca/publications/ and print yourself a copy of “A Guide to Screening and Selection in Employment”. This guide helps you to avoid asking potentially discriminating questions.

Employer of Choice – Be a great employer. Decide how you are going to ensure that your employee(s) stays motivated – through reward, recognition, flexibility in work-life, opportunity for development, mentoring, communication/feedback and involvement in decision-making.

Pool of Applicants – Research potential sources for recruiting – internet job posting sites, referrals, newspaper ads, career fairs, campus recruiting, third-party recruiters (employment agencies), and government sponsored programs (HRDC, federal and provincial programs).

Ask the Right Questions – Plan your questions well in advance and write them down. Questions should be open-ended to generate discussion and should be related directly to the job profile. Create a form with your list of questions and provide space to write the candidate’s answers.

Reference Checks – Ask previous employers questions that will confirm what you learned in the interview(s). If the reference won’t comment on your candidate, simply ask, “Would you hire _____ (candidate’s name) again?”

Evaluate Candidates – Choose which attributes and skills are the most important and score each candidate against these. An important consideration is whether the candidate is able to communicate effectively (even if you are the only person who will have contact with the individual!)

Remember that you only have to prepare **ONCE** and then you will have a system that you or someone who works for you can use to hire the **right** people!

Deborah Fletcher is a human resources specialist with PivotHR who provide their clients with easy to implement human resource solutions that help them hire, train and retain exceptional people to strengthen their businesses, maximize employee productivity, decrease employee absenteeism and turnover, and increase sales and profitability.

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