



## Tips on How to Hire the Right Person

The trick in getting the right person for the job is in deciding what kind of skills are needed to perform the job. Once you know what it takes to do the job, you can match the applicant's skills and experience to the job's requirements.

### Determining Needed Skills and Abilities

The first step in analyzing a job is to describe it and develop a job description.

Once you have a job description on paper, decide what skills the person must have to fill the job. What is the lowest level of skill you will accept? Make sure you know what skills you must have and those areas that you can provide training on.

### Finding Applicants

When you know the kind of skills you need in your new employee, you are ready to contact sources that can help you recruit job applicants.

- Make up a flier for the job you are hiring for. Have it handy to pass out or email. You may find job applicants by networking - contacting friends, neighbors, customers, suppliers, present employees, local associations such as the Chamber of Commerce or networking groups you belong to.
- Another source of applicants is a "Help Wanted" sign in your own front window or on your website. Online job search websites have become increasingly popular.
- Newspaper advertisements are another source of applicants. You can reach a large group of job seekers and you can screen them at your convenience.
- Private employment agencies will also help in recruitment. However, the employee or the employer must pay a fee to the private agency for its services.

Your choice of recruitment method depends on your type of business, your location, and you. You have many sources available to you. A combination may serve your needs best. The important thing is to find the right applicant with the correct skills for the job you want to fill, whatever the source.

### Developing Application Forms

The hardest part of your work, if you did a good job listing the skills needed, is in finding and hiring the one right employee. You need some method of screening the applicants and selecting the best one for the position.

The application form is a tool that you can use to make your tasks of interviewing and selection easier. The form should have blank spaces for all the facts you need as a basis for judging the applicants. Always request a resume along with the application form and ask for references. Use the completed forms to rank which candidates meet your criteria and who will be "short listed" to interview.

Alternatively, if you do not want to have the applicant fill out a form (just submit their resume), you can fill out the form yourself as a quick way to screen each one to see if they meet your qualifications.

### Interviewing Job Applicants

The objective of the job interview is to find out as much information as you can about the job applicant's work background, especially work habits and skills.

The best way to go about this is to ask each applicant specific questions that you have prepared in advance that address each requirement. For each skill that you are looking for, ask for a past example of them demonstrating that skill. For example, if you are looking for strong project management skills ask – Can you give me an example of a time you had to manage a big project? How did it go? How did you ensure deadlines were met? Was it on-time and on budget?

As you go along, evaluate the applicants' replies. Do they know what they are talking about? Are they evasive or unskilled in the job tasks? Can they account for discrepancies?

When the interview is over, ask the applicant to check back with you at a later date if you are interested in that applicant. Never commit yourself until you have interviewed all potential applicants. You want to be sure that you select the right applicant for the job.

Next, verify the information you have obtained. A previous employer is usually the best source. Prepare a few specific questions about the applicant that can be answered quickly. For example: How long did the employee work for you? \_\_\_\_\_. Was his or her work poor \_\_\_\_\_, average \_\_\_\_\_, or excellent \_\_\_\_\_? Why did the employee leave your company?

After you have verified the information on all your applicants, you are ready to make your selection.

The right employee can help you make money. The wrong employee will cost you much wasted time, materials, and may even drive away your customers.

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