



Hire Smart

Presented By Silvia McCarron, SPHR, Owner

How do I do that?

One of the questions I am being asked most often is "how do I know the person I am hiring is the right one"? Or, "how do I hire someone"? Here are some basics:

1. Know what you need and understand the role and responsibilities of the position. Create a job description.
2. Fair Labor Standards Act (FLSA) classification: determine if the position is exempt (not eligible for overtime; in general: management, professionals, outside sales and some IT/computer positions) or non-exempt (eligible for overtime).
3. Develop a competency grid: know the skills, experience and personality of the person you are seeking.
4. Be sure those you select for an in-person interview complete an application form.
5. Interview: focus on the positives but be honest with the candidate and let them know all the pros and cons of the job. Communicate your expectations clearly.
6. Interview questions:
 - a. Informational (to gather information)
 - b. Behavioral (to evaluate past performance)
 - c. Situational (to evaluate how applicant may handle situations in the future)
 - d. Know what not to ask! (The legal no-nos)
7. You have decided on the person who has the qualifications and experience you are looking for, now check references. While many former employers will only give you name, position, and dates of employment, try to at least get them to answer whether the candidate is eligible for rehire. Better yet, have your candidate complete a written authorization to prior employers listing the information that you will be looking for.
8. If the references came back positive and everything is in order, make the offer. Remember NH law: rate of pay, pay period, pay day and benefits must be put in writing for the employee, and have the employee sign the letter acknowledging the information.

Cost of a wrong hire? You want it to be the right someone. Consider the cost of advertising, the value of your time (or someone else on your staff) to screen resumes, interview candidates, respond to applicants, and the time you are taking to train the individual. If the person leaves or you have to terminate him/her, consider time spent on separation activities, loss of productivity, cost of replacement and training someone else, and possibly low morale among your other employees who have to pick up the slack. Your recruitment process does not stop with an offer; it continues with training and developing your employee(s). A good recruitment strategy is strategically aligned with your overall business strategy, well thought out, carefully planned and hopefully proactive. You don't want to be caught short and having to cut corners and compromise as to the quality of hire to just get someone in.

Upcoming:

Sales Strategies and Selling Tips, June 15, 2010, 8-9 AM in Portsmouth. Cost \$10.
Guest Speaker: Daniel Smith of Salesmith Training. Contact SM HR Consulting for more information and to RSVP.



Did you know?

#9 of the Top Ten NH Labor Law violations is misclassifying employees as independent contractors and failing to secure Workers Compensation Insurance.

**Contact SM HR Consulting, LLC for all your Human Resource Management needs
and log on to our website to find links to helpful resources**

603-997-6429

sm@smhrconsulting.com

www.smhrc.com