

Do Your Homework!

Using Effective Screening Techniques Even More Important During Changing Economic Times

By Brad Pallister

Far too often I witness businesses 'not doing their homework' on perspective employees. New employees should always undergo comprehensive screening techniques to reduce the chances of a hiring mistake.

In a changing economy, successful hiring decisions become even more crucial. Companies need to make sure that their workforce is lean, efficient and productive. They cannot afford to pay unproductive members when revenues and profitability are not as high. Our advice to these companies, do your homework!

Resume

Screening: Check the resume for accuracy,

thoroughness and how recently the document was written. The most crucial abnormality to watch for is holes in the candidates' employment timeline. Note these holes and ensure they are verified during any interview.

Prescreen Interview: A short telephone 'prescreen interview' is a great way to tell if your candidate is close to within the job requirements. Ask general questions related to the position, tell him a little bit more detail and then evaluate his prescreen interview to see if the candidate closely resembles your ideal employee.

Interview: The detailed, in person interview should be conducted with a variety of specific situational and

behavioral questions. There are many examples of these types of questions on the internet. Make sure that the interview is consistent and that there is at least two people present at the interview in order to accurately compare all candidates.

Reference Checks: Reference checks are a critical screening process that is often overlooked or completed improperly. Ensure that the questions asked of the reference are consistent and the answers are recorded. Also look for quality references. If the references given are not immediate supervisors or people in a position of power over the candidate, ask additional questions.

Behavioral Testing:

There are several easy to administer, online behavioral testing that is another good tool to evaluate a candidates' strengths and weaknesses. Behavioral testing gives an accurate snapshot of the candidates' default behavioral tendencies. These tests are an added screening investment that your company will be happy to have explored!

Poor employees are toxic to an organization. They cost you money, bring down company moral and are generally the center to many of your headaches. These homework items will significantly increase your chance of hiring a strong candidate. However, poor candidates can still slip through the screening process. When this happens, remember to 'hire slow, fire quick'!

****SPRING SCREENING SPECIAL****

We are currently offering 15% off our online behavioural tests. Offer ends May 31st.