

Tips For Hiring Right

Hiring the right person the first time can help increase the productivity and harmony in your office. Basing hiring decisions on the traditional interview have been shown to be as accurate as throwing a dart. Below are some tips to increase your likelihood of hiring the right person.

* Create a clear job description

The job description sets your expectations and answers the candidates’ questions. A job description should include: Title, responsibilities and duties, desired education, desired skills and experience as well as the work environment.

* Understand your management style and expectations

Are you the type of person who likes frequent updates, or just wants to know the end result? Do you give your staff a large amount of autonomy or do you prefer to have them gather the information and let you make the decisions? This affects the type of person you should be hiring, and some of these unwritten rules of the office should be shared along with the job expectations.

* Review resumes and applications for “must have” and “would like” skills

Any person you select for interview should meet all the “must have” skills and experience.

* Prepare questions before the interview

All candidates should be asked the same questions in order to be compared fairly.

* Ask behavior based questions

Asking for real examples let’s you get to real information rather than scripted and rehearsed answers. Start with “Tell me about a time when . . .” or “Give me an example of when you . . .” then ask what their actions were and what the result was. These should be based on the job description.

* Focus on the job to avoid legally questionable areas

Keep questions focused on the job and not personal situations. For instance: “At times I’ll need you to stay late, especially when we have ...” Rather than “Do you have kids?”

* Check references

Although many employers contacted won’t give you more than dates employed and title, you can still learn more information about the candidates.

The Billings Job Service can help you with any step in this process. Call 655-6047 or email [tbennert@mt.gov](mailto:tbennert@mt.gov) for one on one assistance.

