



Tips for Hiring Great Employees

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After an overwhelming response from readers, I have decided to concentrate on tips for hiring great employees. It seems that nearly every company at one time or another has hired someone who was not appropriate for the position.

MANY EMPLOYERS HIRE PEOPLE ONLY TO BE RE-HIRING a few months later. This is because they are employed based on academic qualifications and/or technical expertise only. Employers do not take into consideration the candidate's emotional intelligence and on the job experience. You can not glean this from a resume.

Employers need to realise that not only are the hard skills important but also the soft skills that a person possesses. For instance if a person is hired as an Event Coordinator, having excelled in three years theory based education, but has never actually worked on site, the person may not be very good in the role from a practical perspective.

To avoid employing people who do not possess the soft skills required for the position, it is important to develop a winning job description. Job descriptions should be clear and concise, spelling out objectives and expectations.

Once you have written the job description, placed the ad and received resumes it is time to find that great employee. Following are five fundamental tips to help you achieve this:

1. When reviewing a resume, note the amount of time spent on the job. Candidates with several short-term employers could indicate a lack of commitment towards their employer.
2. If you notice any gaps of employment ask for an explanation. Long periods out of work could signal a time out to update education, parenting or travel. However it could also reflect lack of motivation or a checkered, unreported work history.
3. Watch for employment "overlaps". This may be a simple error, but may indicate that the candidate is not being truthful about previous employers. Ask for an explanation and be sure to call the employers and verify dates of employment.
4. When reviewing the resumes have a hard copy of the job description by you. This way you can match the candidate's skills against the description. The more skills that match the more likely you will have a great future employee. Also

look to see if the candidate has been promoted or exceeded expectations. This indicates an applicants past performance.

5. In the resume look for obvious red flags such as spelling mistakes, irregular formatting and poor grammar. The resume should be a candidate's best effort to impress you. This will indicate how their written presentation will flow over into their position.

Often companies narrow the candidates down to two. At this time employees may find it very difficult to make the final decision. This is when the following hard questions should be asked:

- Is this the right person for the job? (Does she/he have the attitude, confidence and skill base to perform the job?)
- Can they work effectively in the environment?
- Can they problem solve?
- Are they willing to learn from their mistakes?
- Ask questions about reliability, loyalty and/or tenacity. For example; "Tell me about a time when you feel you demonstrated loyalty beyond the call of duty. What happened, how did it finish, how did you feel about that?"

These questions will help the employer make a decision between the two candidates. They may also decide to go with someone who has less experience as they feel that they would be a better fit for the company based on the answers the candidate has given regarding past situations.

When the company has made the decision to hire a candidate, it is often best to hire with a 90-day probationary period. This allows the employer and employee time to opt out of the employment agreement. After the 90-day period, a review should be given and at the employer's discretion a pay increase.

While these are just a few of the many tips in hiring great employees, using them increases your chances that you will hire the perfect match for your company.

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