

# How-To Screen & Interview

## How to hire the right employee for your company

**F**irst of all make sure your advertisement will appear where the biggest pool of qualified candidates will see it. Be realistic about your expectations and match responsibilities with an appropriate salary.

The most tedious part of the hiring process is screening applicants. To this end many companies are now accepting resumes through e-mail.

Unless the person is just out of college they should have been at previous jobs more than a few months. "If somebody has at least three years at a company and they move on, it's acceptable. Anything less than that is reason to be cautious," says Tina Hamilton, president of the hireVision Group in Whitehall. It may be an adaptability red flag if someone is with a company for a long time and has only spent a year or so at subsequent jobs.

Consider the size of the company they're coming from compared to the size of your company to avoid acclimating issues.

Hamilton advises determining what the top three eliminating points will be, critical points that are realistically necessary to the position. Incorporate those into the phone-screening interview.

At the face-to-face interview have the person describe the ideal position and company they're looking for before you volunteer any information. Ask about their best manager and the worst company for which they've worked. Their answers should be honest but diplomatic.

Skill level testing or having someone at the same skill level sit in on the interview are avenues for assessing their previous experience. Be sure to check references, including past employers and supervisors. Remember, credit and criminal checks can't be done until you've made them a contingent offer of employment.

Don't drag out the process, good people don't last long and it is a job seeker's market. Phone interviews should begin a day or two after the advertisement appears.

### TIP LIST

- *Choose the right places for your ad to appear*
- *Don't drag out the screening and interviewing process*
- *Have only three eliminator points*
- *Check references*

### SOURCES

*hireVision Group*