
Recruiting Employees



How do you know when you need help?



Challenges and Trends

Trends

- Tasks not done?
- Deadlines missed?
- Opportunities sacrificed
- Feeling never done

Challenges

- Trust
- Deciding what can be handed off
- Letting go
- Finding the right fit

Brown Family
Where can
they use
some help?



Write a Job Description

Requirements

Tasks

Equipment

Work
environment

| | | |
|-------------------|-----------------|-----------------|
| Job Title: | | |
| Department | Supervisor: | |
| Exempt: _____ | Hours: _____ | FT ____ PT ____ |
| Non-Exempt: _____ | Schedule: _____ | Seasonal _____ |

Company Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

[Example statements below]

- *Perform quality work within deadlines with or without direct supervision.*
- *Interact professionally with other employees, customers and suppliers.*
- *Work effectively as a team contributor on all assignments.*
- *Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.*

Position purpose

[General statements regarding the overall objective of the position]

Responsibilities/Duties/Functions/Tasks

[List of material responsibilities and essentials duties which must be completed in achieving the objectives of the position]

Qualifications

[Statements regarding minimum educational and experience qualifications, required proficiencies with specialized knowledge, Equipment knowledge, computer proficiencies, military service, required certifications, etc.]

Special Position Requirements

[Optional section: any travel, security, risk, hazard or related special conditions which apply to the position]

Preferences

[Optional section: preferred attributes for the position which are not absolutely required in the minimum qualifications (i.e., multi-lingual specialized degree , certifications, etc)]

Work Requirements

[Optional section: work requirements for mental, physical, or other important issues which relate to the job]

Practice
writing a job
description



Sourcing Candidates



Analyze the job requirements

Where will you search

Application process

Where to Source?



The Selection Process



Don't settle for a warm body!

The Interview

*Death will be a great relief.
No more interviews.*

Katherine Hepburn



Interviews



ASK ABOUT SKILLS



PAST
EMPLOYMENT



LOCATION



STRENGTHS AND
WEAKNESSES

Traditional Interviews



Tell me about yourself.



Why should I choose you?



Do you have any questions?

Behavioral Interviews

Assess prior
experience



Tell me about what
you liked about your
last job

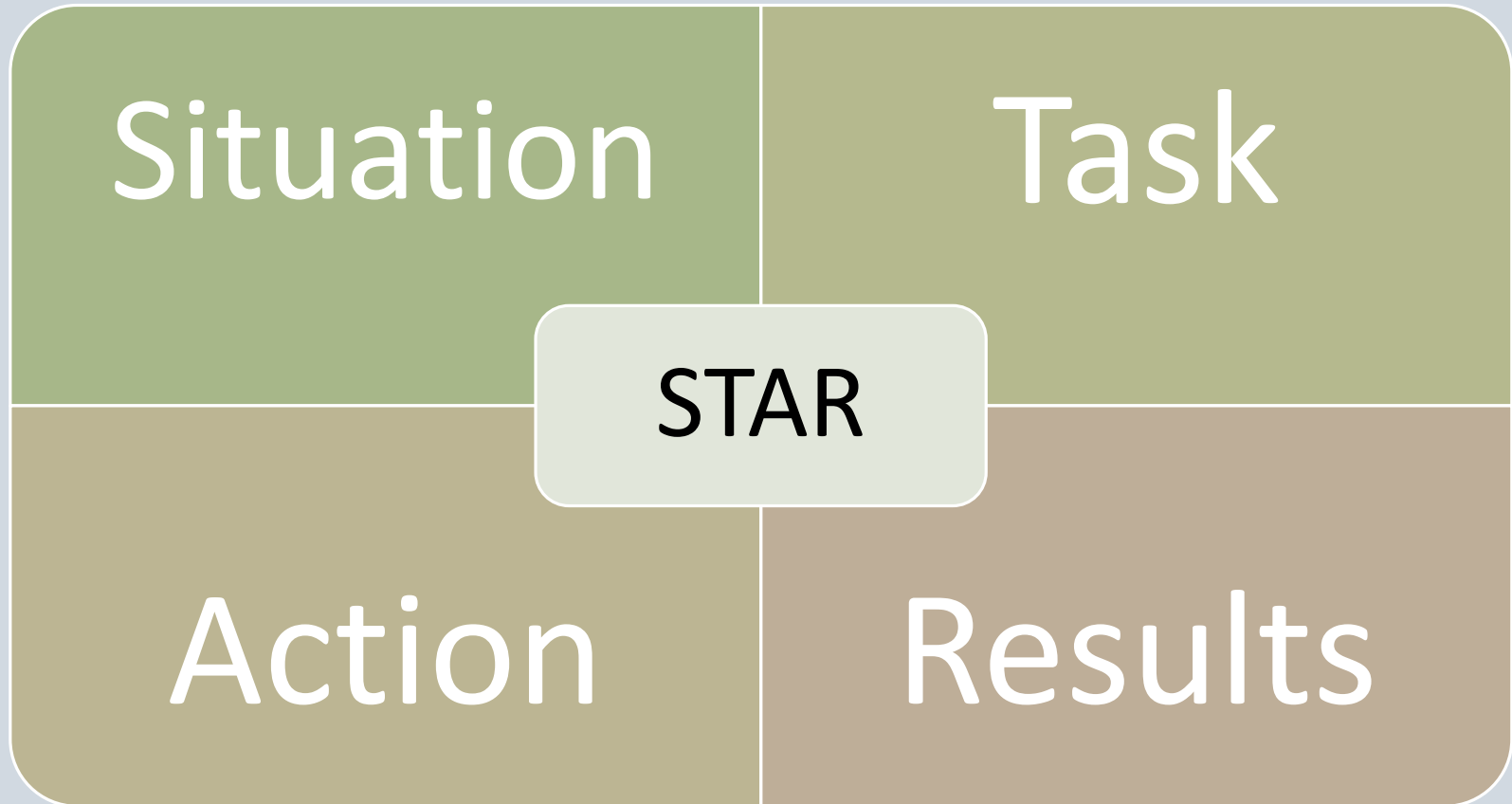


Describe a time that
you reached a goal.



Tell me about a
challenge you had to
work through.

Behavioral Descriptive Questions



Illegal Questions



Questions must
relate to the job



Be aware of your
area's laws



Avoid culture, age,
religion, medical