

Checklist - 19 Strategies for Hiring the Best

1. Great companies have great employees, so commit to **hiring *only* the best!**
2. Make sure you have written job descriptions. Verify with those performing and supervising the job that these job descriptions are accurate.
3. Think “outside the box.” Don’t limit your sources for good employees.
4. Avoid hiring someone who averages more than one employer every two years.
5. Use a rating system so that early candidates are not forgotten in the interview process.
6. Where possible, promote from within to maintain employee morale.
7. A person with an extensive self-employment background is very likely to go back to self-employment as soon as possible. Hire this person as a consultant.
8. Workers with a disability often do a better job with greater loyalty and fewer absences. You may also obtain tax credits and other benefits.
9. Use a temporary employment agency or pay overtime instead of hiring an employee in haste.
10. Conduct a pre-hire character assessment.
11. Try to have the person leaving the position and future co-workers interview their applicants.
12. Test the technical skills and industry knowledge of every job applicant.
13. Evaluate a potential employee’s energy levels. Interviewing them at different times of the day.
14. Carefully investigate any significant gaps in employment.
15. Get outside agencies to help if you don’t follow a powerful hiring process.
16. Use pre-employment questionnaires and interview extensively.
17. Conduct post-offer/pre-hire physicals where appropriate.
18. Check an applicant’s background and all references thoroughly.
19. Memorialize the terms of employment using offer letters and employment contracts.