

## Hiring smart: do's and don'ts to find the best people

Here is a list of do's and don'ts to help you hire smarter and more efficiently.

**Do:** You've had a fantastic interview with an employee and their resume is outstanding, but do they really have the skills you're looking for? Integrating pre-employment tests as part of your interview process is an excellent way to measure a candidate's skills and core competencies.

- 5 Being professional and to the point is a good mindset to have when conducting an interview, but don't forget to bring your personality too. Interviews are stressful for many candidates, but a sense of humor and friendly personality creates a more relaxed environment, allowing them to give the best interview they can.

- 10 Using checklists and keeping all of your onboarding files stored digitally ensures everything is organized, consistent and easily accessible.

**Don't:** You should have a detailed and accurate job description in place before you even start the recruitment process. Being vague or creating false expectations misleads candidates and prolongs the hiring process.

- 15 For many people, spending the time to record and rehearse a video is a daunting<sup>1</sup> task. Videos will most likely dissuade unmotivated or less creative candidates, leaving you with a more interested and committed pool of applicants. Videos also humanize the application process, giving you a better feel for a candidate's personality and creativity.

Once you start the process, you need to move as quickly as possible. You should also communicate a realistic timeline to candidates.

- 20 The hiring process is certainly not one-size-fits-all. Best practices vary among different industries and positions. However, in my experience, the best way to attract top talent is to create a strong company culture and implement a positive, clear hiring experience. A good hire saves thousands of dollars and dozens of hours – and helps your company succeed.

Adapted from *www.business.com*, December 7, 2018

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<sup>1</sup> *Daunting* : challenging