



12 Ideas and Suggestions When Hiring a New Employee

1. Choose the criteria you will use in evaluating each resume. From the resumes you receive, pick the ones to follow-up with by telephone.
2. Choose the questions you will use when you call them for the telephone interview. Use the same question with each applicant.
3. Give each a rating for the telephone voice, grammar, etiquette, and likelihood this person can favorably represent the image of your company.
4. Score these questions with a numerical score. Set your own standard.
 - a. Example:
 - 1 – Not a candidate
 - 2 – Would need lots of working with.
 - 3 – Need to interview further before I can decide
 - 4 – Sounds like this person could be a good candidate.
 - 5 – Sounds great
5. Tally the scores. With those averaging 3 or above, pick your top 5 to 10 and schedule an appointment.
6. Choose the questions you are going to ask each applicant in the face-to-face interview. Again use the same question for each and use a numerical rating.
7. Give each a rating for promptness, etiquette, grammar, and clean and professional appearance. Again ask if this person will favorably represent the image of your company.
8. Tally the scores. Choose the top 3 based on the highest average.
9. When possible, use an assessment to determine the best match for the Job Benchmarking.
10. Check all references.
11. Final choice will be based on the resume for experience and education, the interview, the references, and the assessments.
12. Send a nice letter to those you interviewed and did not choose.