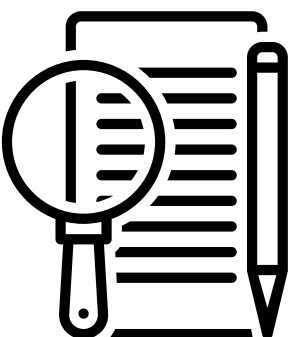


TIPS FOR HIRING

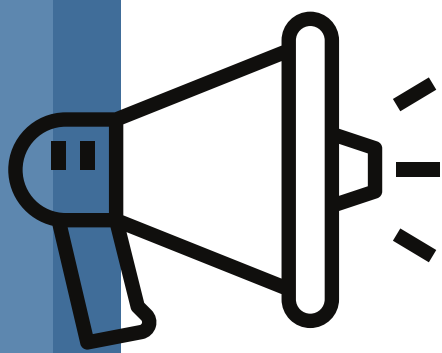
Hiring the right employee is a challenging process. Here are a few tips to make finding the right employee easier.

DEFINE THE JOB



Take time to define the position, paying attention to the skills that are most important. Make sure that all the job requirements such as responsibilities, required education, experience, knowledge, and skills are clearly mentioned. It will help in attracting applicants that fulfill all of the requirements.

GET THE WORD OUT



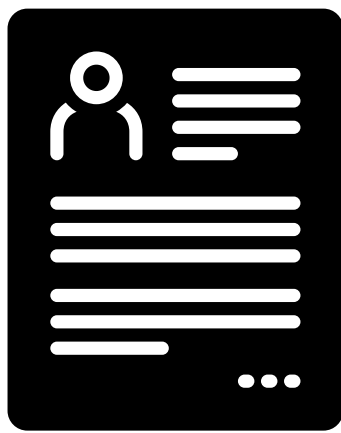
Get the word out that your company is hiring. Place your ad with an online recruiting platform, on your website, in the newspaper and on social media. Many companies prefer to recruit through social media platforms such as Facebook and LinkedIn.

CHECK LIST

Create a check list of of must haves. Define what you are looking for in an employee. A checklist helps you keep track of your recruiting efforts. Pre-Screen all applicants against your list of qualifications, skills, experience, and characteristics. This way you'll be spending your time interviewing the most qualified candidates.



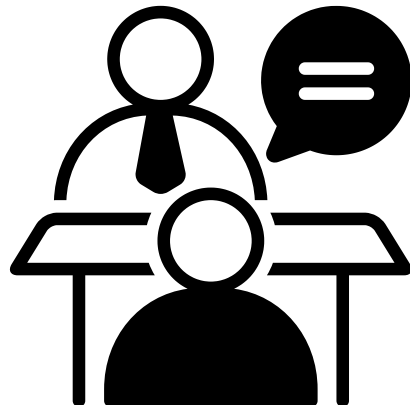
PRE-SCREEN



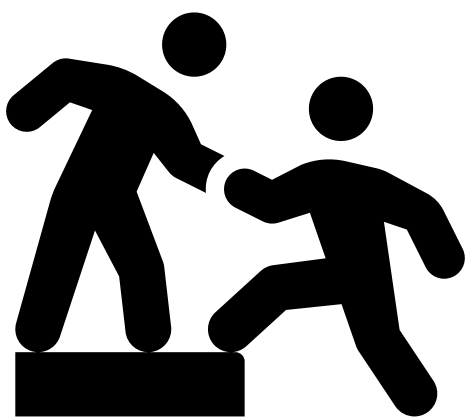
While a candidate may look good on paper, a prescreening interview will tell you if their qualifications are truly a good fit. A prescreening interview can determine what their salary expectations are. It can also help you determine how serious the applicant is about the job.

FACE TO FACE INTERVIEW

Ask open ended questions, avoid yes and no questions, focus on getting to know the capabilities, knowledge, skills, confidence, attitude, and potential of the candidate.



ONBOARDING



Set your new hire up for success! Give them the tools and resources needed to succeed, let them know that questions are welcome.