

## Who from Whom: 9 Tips for Hiring the Right Employee

As an HR specialist of your company's [HR management](#) team, it is your responsibility to make sure that whoever enters the company has a reliable background. Recruitment is a tough process as with [employee retention](#) and involvement at work. To detect potential from someone is to attest how far they can justify the available position. This may take place by giving them multiple tests and interviewing them at your best effort.

Before technology and the internet took place in the employee recruitment process, there was the person seeking jobs and hiring employees. Both mentioned application procedures bear advantages and disadvantages. Regardless of what these are, what matters is what will happen next. Help yourself hire the best employee through the tips mentioned.

### Write Accurate Job Descriptions

A [job description](#) helps you clarify what you need from your applicants and at the same time, it helps job seekers evaluate their capacity for the position. The format covers the job summary, the duties and responsibilities, skills, and educational background. If you are planning to post this on your website or some online job resources, make sure that these are specified. You may also use your job description in checking if the applicant's resume fits what you seek from him/her.

### Develop an Effective Recruiting Strategy

Hiring is not like a lucky draw wherein HR representatives randomly pick the person who will fill the position. It should function according to a plan and a recruiting strategy. A recruiting strategy may have a slight difference depending on the needed position, but it needs to be universal in some sense. By having an effective recruiting strategy running across your [selection process](#) and hiring process, it will be easy for you to extend your reach and, at the same time, build a more pervasive network in staffing. There are approaches that you can use when you are recruiting more workers.

## **Advertise**

This is the most used method for recruitment activities. Placing your [job adverts](#) to various media platforms would help encourage more applicants to apply. The most common method is through a career site. This method has two possible benefits: one would be branded for your company, and the other is extending your reach of applicants. However, not all applicants will quickly be hooked by your offers. So, you need to make sure that your posting has a professional look with compelling content to drive job seekers to consider you on hand surely.

## **Network**

Giving [employee referral programs](#) or simply employee networking is an example of an approach that you may use in extending your recruitment process. This enables your current employees to communicate with their colleagues if they believe that that person can perform tasks for a job position. Always remember that good talent knows whose talent deserves the spot.

## **Affiliate with a Staffing Company**

Lastly, you may also connect with staffing companies or recruiters to do the job for you. Choose a staffing company with a wide audience involvement as well as one that can help you manage the process throughout. Such choices will lessen your tasks as a human resource representative.

## **Prepare a Checklist for Hiring Process**

Having a [checklist](#) helps determine what needs to be taken care of before the hiring process. This will vary depending on the open job position, along with the length of the checklist itself. Before you use it, make sure that it has the complete list. This also helps you review the resume or the requirements of your applicant in a more comfortable way and easier done.

## **Review Applications Carefully**

Once you establish a checklist with you, it will now be easier for you to review all the applications given to you. You have to consider everything to ensure whether the applicant is applying for the right job position in your company or not. You conduct an initial evaluation of their application subject for profound assessment onward.

## **An eye for Skills and Abilities**

As an HR specialist, you need to have a good eye for the skills and abilities that your applicant presents to you. You must give the benefit of the doubt to each of your applicants. For some reason that not all included in their resumes guarantee you their skills. In this case, you need to attest them through letting them take examinations and interviews that are coherent to your goal and your hiring process. At the end of the testing process, you will be able to determine whether he/she suits your working and corporate standards.

## **Conduct a Pre-screen Interview**

[Step by step interviews are](#) a good way to test how far an applicant can take. You may conduct a pre-screen interview wherein you engage with the applicants by asking them their background, career goals, job preferences, likes, abilities, and others. In this phase, you will be able to identify more than what's presented in the resume. This will also be a good favor for applicants to lower down their adrenaline due to pressure and nervousness.

## **Ask What Must be Asked**

Right after the first phase of the interview, you may proceed to a more extensive and technical one. This phase enables the interviewer to measure the capabilities of the applicant toward the vacant position. However, this will only be possible when the interviewer asks the right questions. That is why the one who interviews must have the knowledge and hands-on experience about the job. For instance, if someone applies for a writer position, the appropriate interviewer has to be an editor.

## **Do Background Checking Through References**

In every resume, there are references included. Part of the HR staff's duty is to verify all the presented information, whether these are true. So, you do [background checking](#), survey, and evaluation by contacting any of the references given. There are also instances that companies give another application form to ask for references with no consanguineal ties with the applicant. You may do that if you think it would put your company in the best favor. Also, you include checking on the social media content of your applicants. 2018 data from Statista states that 57% of hiring professionals reject an application because of provocative content in social media. Think of this possibility, as well.

## **Extend an Employment Offer**

At the end of every hiring process, only the best persist. If the applicant passed all the core standards and values that you set for the position, given are the skills that certify them to be one, then you may now subject him or her to an employment offer. This document should comprise policies and employment coverage. The salary offered must be within confidentiality.

There you go. Right after a lengthy hiring process, you now have a new hire with you. However, that doesn't mean your responsibilities now come to an end. You must be aware of how attrition and [employee turnover](#) affect your workforce metrics, given that low retention rates cost your company a lot. To avoid that, you need to incorporate [rewards and recognition](#) and strengthen your [employee relations](#). Hiring takes time, so be wise in choosing who from whom.