

ResortRecruiters.com
TOTAL RECRUITMENT SOLUTIONS

Hire the Best People You Ever Worked With
5 quick Hiring tips

1) Have a written process

Don't try to wing it with hiring. You need a written process, and you need to share it with everyone. A random process will produce random results.

2) Do basic skills tests

Ask applicants to demonstrate sophisticated concepts such as asking a sales rep how they might sell your product, or a marketing person to whiteboard out a launch for your new product.

3) Write down interview questions ahead of time

You don't want to have to come up with questions on the fly. And you do not want to be listening to what the candidate has to say, not trying to come up with your next question, which will happen if questions are not prepared in advance.

4) Pay attention to the little things in the interview

For example if the person never laughs, she's going to be hard to get along with, and if the person constantly interrupts, he's an egomaniac.

5) Pay attention to the little things during the reference calls.

Hints of trouble usually signal major issues. For example, if you hear, "sometimes she's a little hard to get along with" or "he was sometimes a little moody" these may be signs of a difficult person to get along with.

Hiring these days is no simple matter. The need to train every supervisor and manager has never been more important. The stakes are too high to leave them to deal with dicey issues that include not only hiring but also discipline, people management, and firing, on their own. Some essentials of hiring:

- -Every hire needs to be preceded by a job description listing the essential skills of the job.
- -Job Advertising. Job ads should focus on the essential skills of the job
- -Interviews-Questions should be job related
- -Documentation-Keep all documents for at least a year, not only for the new hires but also for all applicants.

*1169 Hilltop Parkway Suite 201
Steamboat Springs, CO 80477
970-367-4416
jobs@resortrecruiters.com
www.resortrecruiters.com*