



Best Hiring Practices — Guide

1. Figure out your company identity.

Before looking for a new employee, you should figure out what your company identity is. This will make it easier to describe who you are in your job description.

2. Create a standard hiring process.

Having a standard hiring process in place helps to reduce bias in hiring managers and ensure that all candidates are reviewed fairly and equally. Invite staff members who will be working with the candidate to collaborate on a hiring plan. You should coordinate who will be asking what so that there are no repetitive questions.

3. Tailor the hiring process to the size and structure of your business.

Start-ups will need candidates who are multitalented and eager to get involved in several aspects of the business. For a larger business, you should be looking for candidates with specific skills and experience.

4. Create realistic job requirements.

A candidate looking at your job post might be less inclined to apply if the requirements do not justify the salary offered or experience needed.

5. Look for candidates within your company.

Most new appointments come from external applications rather than internal ones. This is largely due to the fact that many new applicants are more qualified for the role, and it may be easier to hire them than train an employee. Your current staff may become unsatisfied with their career progression and choose to work elsewhere because of this.

6. Ask for referrals.

A good way to find trustworthy and competent candidates is to ask employees to refer people. You could offer an incentive for doing so to encourage more employees to participate.

7. Limit the number of applicants.

You can reduce the number of initial applicants by stating nonnegotiable requirements as well as the skills and traits that you would prefer. Sending out screening questions to applicants can also dramatically reduce the pool of candidates early on.

8. Take the time to get to know the candidate.

It is advised that hiring managers hold multiple interviews and invite department heads who will be interacting with the successful candidate to participate in the interviews. Their opinions should influence your decision as they will need to work with the applicant.

9. Keep candidates informed.

Let candidates know what your hiring process's timeline is as well as what the next steps are. This will keep candidates informed and interested.