



KNOW WHAT TO LOOK FOR

In order to weed out potential employees who may not be right for your business, look for the following warning signs:

- ◆ Was the applicant laid off before, but has not given a reason for being fired?
- ◆ Are they able to substantiate training with proof i.e. a certificate, letter of reference etc?
- ◆ Are there long delays in answering questions?
- ◆ Is the applicant maintaining eye contact continuously?

SELECTING THE RIGHT PERSON FOR THE JOB

After the interview is completed, verify references and experience, complete a character check with persons in the community where the applicant resides, and then ask yourself the following questions about each applicant:

- ◆ Will this applicant be able to work within the culture of my business?
- ◆ Does the applicant have the people skills needed for the position?
- ◆ Does the applicant have all of the qualifications this position requires? If not, do they have the most important qualifications?
- ◆ How does this applicant compare to other applicants?

Score your answers to each of these questions and then compare applicant scores. This process should help you determine which applicant is the right candidate for both the position and for your business.

Please refer to the following brochures for further information

Am I an Entrepreneur?
 Looking for an Idea? Here's How to Find One
 Think You have a Business Idea? What's Next?
 From Idea to Planning. Developing Your Business Plan
 Presenting a Winning Business Plan
 Should I Do This on My Own? Choosing the Right Business Structure
 What is in a Name? Choosing the Right Business Name
 Location, Location, Location. It's All About the Location
 Record Keeping Basics

JANE, JIM OR JACK?
Who is the Right Employee for You?



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Before the Interview:

DO THE PAPERWORK

You are mandated to register with the National Insurance Scheme to obtain an employer identification number once you start hiring employees. Assistance can be received from the Business Development Centre to complete the application form.

KNOW THE JOB

Before you advertise the position, sit and write out an exact job description. Clearly state the essential responsibilities for the position. Determine the qualifications (education and/or training), years of experience, special skills or abilities the employee should bring to the job.

CONSIDER YOUR WORK ETHICS AND STYLE

If you have strong work ethics, you would not work well with someone lacking this quality. However, if you are lacking in that area it makes sense to hire someone who possesses this quality. This should apply to any areas of strengths or weaknesses that you may have.

DETERMINE METHOD OF RECRUITMENT

There are several avenues which can be used to recruit persons such as; an employment agency, placement of an advertisement in the local newspaper or radio stations, churches, youth programs, posting of flyers or advertisement on job websites.

Selecting Prospects to Interview:

SCREEN APPLICATIONS

Review each application received and sort into Yes, No, and Maybe Piles. Yes Pile - applicants that have all of the minimum qualifications required. No Pile - none of the qualifications required and the Maybe Pile - applicants with at least some of the qualifications.

SET UP INITIAL INTERVIEWS

It is best to start calling applicants in the Yes Pile and schedule interviews as soon as possible to ensure that qualified candidates are still available. Select one or two days for conducting interviews and allow applicants to select time slots within those days.

The Interview Process:

PREPARE A LIST OF QUESTIONS AHEAD OF TIME

This will help you to ask every applicant the same questions, get the same amount and kind of information from every applicant and have a place to organize your impressions and notes about each applicant's answers. Ask questions that give you an idea of their personality, work ethics and compatibility with you.

KNOW HOW TO INTERVIEW PEOPLE

It's easy for conversations to become personal, especially if the applicant is a friend of a friend. Avoid asking applicants intimate questions such as the status of their personal relationships or their marital status.

You may have been the jack-of-all-trades for your business but it's getting beyond your control to do it all and you need to hire your first employee. Before you jump into the process of hiring, take the time to develop a strategy which will help you select the right employee to avoid turnover, lost of productivity, lawsuits and low employee morale.