

Hiring Tips

By Jason Green, OAWU Executive Director

Filling vacant positions or hiring for a newly created position can be a rewarding challenge if precautions are taken, following the law is adhered to and plenty of applicants are on your review list due to adequate ads and salary/benefits offered. Our failures in hiring often happen due to a lackadaisical approach in not getting enough correct and legal information and doing our research and background checks. Some often don't know how and why to "weed" through the applicants effectively and end up with questionable finalist to begin with. If your list is questionable, re-advertise and get the best you can, it will save you trouble and trials in the future. This includes hiring friends or co-workers suggestions. Learn how to be tough when going through the hiring process, yet fair with applicants. Be cautious in letting someone, either an applicant or friend, talk you into hiring someone when you have questions that are not answered at the start. There is a lot to be said for good discernment. The following are a couple tips to assist you in preparing for the hiring process.

*Use a standard application form and release form for a background check. Use a detective to obtain additional information if needed for all finalists. Request a cover letter and resume' and include a request for references.

*Have a co-worker that understands Oregon law review candidate's applications and black out any information such as sex, race, religion, etc. that the reviewer does not need.

*Use a second person in the interview process to assist the interview and evaluate the applicants.

*Use silence between questions. Often an applicant will add information, either positive or negative to your original question.

*Ask open ended questions such as "tell me about your field experience" rather than do you know how to install a service tap. This may give you additional information that you would not have known or it may indicate that they really don't know what they are applying for.

*Ask probing and direct questions. When was the last time you installed a service tap and what role did you play in this? I once interviewed a person who stated they were an engineer from another state and did highway inspections. The fact was his title was "engineer of inspections". He did not have a degree or license.

*Be cautious in treating/scoring the first applicant the same as the last. It is often easy to be too critical on the first and relaxed on the last.

*Use a standard score sheet and questions list that you prepared beforehand.

*Know your rights as an employer and your legal limitations. This will both be helpful to you and protect you and your company.

*If you hire a dud, know that it happens and there is no way to always catch the impostors. Also, it is easy to pass over the best candidate due to nervousness or we did not conduct/prepare for the interviews as best we could. Best wishes.