Hire the Right Person for the Right Job Every Time

The success of your company depends on your employees. Each person you hire either raises the probability of you meeting your goals or lowers it. The best way to guarantee the growth of your company is to have a solid hiring system in place. Your system needs to be as well planned as launching a new product, service or developing the long-term strategic plan for your company.

The three most crucial pieces of your hiring process are knowing the skills required for the job, testing for these skills and involving the right people in your hiring process to make the best decision possible.

Know the Skills Required for the Job

What are the top four skills a person must have to succeed in this position? Describe the education, experience, knowledge, beliefs, attitudes and behaviors a candidate must exhibit to not only excel but thrive in the job. Talk to people who have been excellent in this position in the past. Interview the people they came in contact with such as their supervisors, customers, vendors and peers to find out why they were successful. What did they do or not do that set them apart from everyone else?

Skills Testing

Test the people you are about to hire to make sure they have all the skills needed for the position. The tests can be written, role playing or “hands-on” projects. If the job requires selling, take them on a sales call and watch them do the selling. If writing is required, have them do some writing projects for you. The tests do not have to be complex. They just need to be designed to prove to you without a doubt that the person you hire has the necessary skills and attitudes required to be outstanding in the position over the long-term. The “Recruiting and Hiring” (http://jobsearch.about.com/od/recruiting) Website has some great ideas on creative tests to measure a person’s aptitudes in certain skills.

Involve the Right People

Make sure candidates have an opportunity to talk with the people they will be interacting with on a consistent basis as much as possible. This will give you several different perspectives of the candidate. How they relate with those people can be a great indicator of future performance.

Taking your time in the hiring process is critical to making the right decision the first time. Rushing your decision can be a recipe for disaster as evidenced by the Pacific Crest Group case study "You Never Want to Rush the Hiring Process."

Pacific Crest Group (PCG) provides professional services that keep your business focused on your critical objectives. We create custom made financial and Human Resource (HR) systems based on creative strategies that are always delivered with exemplary customer service. A PCG professional is happy to meet with you to discuss solutions for your unique requirements to maximize all of your business opportunities.