

**Western Kentucky University**

**Welcome to the Warren County  
Industrial Training  
Consortium Webinar**

# Tips for Hiring Employees

Presented to you at no cost through a partnership between WKU's Center for Training and Development and Way Solutions – *Jennifer Way, Principal*

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# Course Objectives

- Identify the most important competencies.
- Conduct an interview effectively.
- Avoid legal pitfalls.
- Evaluate candidates' responses objectively.
- Make a decision confidently.

# Roadmap



- Define the job accurately.
- Find qualified candidates creatively.
- Conduct the interview effectively.
- Evaluate the candidates objectively.



**Past performance is the best indicator  
of future behavior.**

# Parts of a Clear Job Description

- Purpose
- Responsibilities and qualifications
- Core-end results
- Scope
- Knowledge, skills, and abilities

# Finding Talented Candidates



**Reward employees for referring a candidate who is hired.**

# Hiring Law

- Inappropriate questions can be a minefield.
- Be familiar with all federal, state, and local laws that apply to your organization.

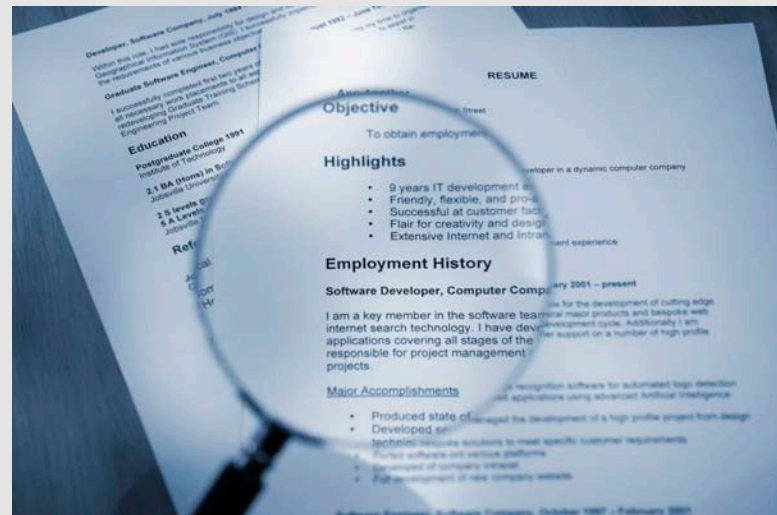
# Your Safest Approach



**Be certain that every question you ask is related to the candidate's ability to do the job.**

# Reviewing Résumés

- Don't be afraid to question anything.
- Mark up the résumé with notes and questions.
- Your goal: To understand the information it does or does not contain.



# Ensure Non-bias



- Don't ask inappropriate questions.
- Make neutrality in your body language and tone of voice.

# Build Rapport

- Block time for interview
- Have a pleasant demeanor
- Be a good listener
- Be engaged
- Don't be condescending



# The STAR Process

- Situation
- Task
- Action
- Result



# Reference Checking

- Prepare in the same way you do for an interview.
- Have a list of questions ready to ask.
- Know what information you want to confirm or new information you are seeking.

# Getting Off on the Right Foot

- Prepare for the new employee.
- Foster the new employee's natural motivation.
- Spend time with the new employee!
- Give immediate responsibility, but don't overwhelm.



# Thanks! Let's Connect!



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