



The 13 Biggest Hiring Mistakes

Avoid these mistakes and you'll stand a good chance of making a great hire!

Not being prepared. It's easy to make a hiring mistake when you're not prepared for the interview and hiring process. Write down the questions you want to ask and the type of employee you're looking for. Also be ready to explain the position and answer questions about the company.

Overly narrow job specs. Clearly define the work you need to have done. Just don't make the mistake of overly-narrowing your definition of who can do it.

Failure to prep the candidate. Sue arrives at the job interview knowing only what's printed in the want ad, and what your HR representative told her. Don't make it a blind date!

Poor background checks. You ALWAYS need to conduct due diligence. If you are serious about specific candidates, make sure their work history is accurate, and check at least a reference or two. In addition, check their background (stay within applicable state & federal guidelines).

Being overly influenced by advanced degrees. Candidates with letters after their names have worked hard to earn their degree. However, there is no substitute for real-world business experience, and people often make the mistake of overlooking candidates with track records but not degrees. Note: this does not apply, however, to specialized fields that require advanced degrees.

HR does the recruiting. The person who first talks to a prospective hire is your company's front line of communication. What does even your best HR representative know about the work your department does?

The lesser of the evils. If you get to hire only the people who come along, not those you would like to hire, you have a problem.

Hiring someone for all the wrong reasons. Unfortunately, this is a common mistake. Whether you're doing your cousin a favor or are impressed by the way someone looks or talks, hiring should not be done for the wrong reasons. Your focus should always be on the best candidate for the job.

Not conducting a good interview. Conducting a good hiring interview is a skill that many people do not possess. It's important to ask the right questions to determine whether a candidate is right for the position and fits into your company.



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Underestimating the importance of a good cultural fit. In most businesses there needs to be a rapport among employees. If you hire someone who does not fit in with the team's chemistry, you may find yourself with unnecessary problems.

Over-promising. It can be a very costly mistake to make promises that are not well thought out. Know ahead of time what you can and cannot offer a prospective employee.

Not following up with offer letters. Offer letters list all the important details, including the starting salary, bonus structure, start date, at-will status, and benefit information.

Taking too long. You'll lose great candidates by taking too long. If you don't have a fast-track hiring process, create one!

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