

8 SIMPLE STEPS TO HIRING



1

DESCRIBE THE JOB AND PROVIDE A FEW DETAILS ABOUT YOUR COMPANY.

2

WRITE AN ADVERTISEMENT. THIS IS USUALLY A SHORT SUMMARY OF THE JOB DESCRIPTION.

3

POST THE JOB ON COMPANY BULLETIN BOARDS AND EMAIL (SHARE WITH CURRENT EMPLOYEES AND INVITE THEM TO SHARE WITH THEIR NETWORK).

4

POST THE AD WHERE YOU ARE MOST LIKELY TO FIND THE IDEAL PERSON FOR THE JOB. INCLUDE INTERNET SITES AND JOB BOARDS.

5

SCREEN APPLICATIONS TO MAKE A SHORT LIST FOR INTERVIEWS.

6

CONDUCT INTERVIEWS AND BACKGROUND CHECKS.

7

MAKE A DECISION. PREPARE A LETTER OF OFFER OR EMPLOYMENT CONTRACT.

8

OFFER THE JOB AND WELCOME YOUR NEW EMPLOYEE!