

Employee Recruitment

Testing

Testing can be a valuable tool in the selection process. Companies need to be careful, however, to make sure that the tests do not violate ADA or EEOC regulations. It is wise to research the test to make sure it is reliable and valid, and consult a lawyer before implementing any testing method.

Examples of Tests:

- Physical tests
- Psychological tests
- Cognitive tests
- Personality tests
- English proficiency

Phone Interviews

Phone interviews are commonplace. Location is not a barrier with phone interviews. Often, phone interviews are the first step in the interview process. These interviews are used to gather basic information before proceeding. When conducting a phone interview, treat it as a face-to-face interview.

Types of Questions:

- **Job history:** Ask about skills and past jobs. Discover why a job was left.
- **Salary:** Discover the salary expectations and how they compare to current earnings.
- **Travel and relocation:** Is the candidate willing to do either if necessary.
- **Goals:** Find out if the candidate's goals match the organizations.
- **Strengths and weaknesses:** Find out about the candidate.
- **Start date:** Find out when he or she can begin.

Outlining the Offer

When you make an offer, it is important to outline everything. You can communicate your offer in person or over the phone, but you should also create an offer letter that outlines everything in writing.

What to include:

- Base salary
- Additional income such as bonuses or commissions
- Health benefits
- Vacation time
- Stocks/401K
- Non-compete
- Paid expenses

