

Hiring Strategies

30-60-90 Day Reviews

- 30 days – review introductory information and gauge how they are adjusting.
- 60 days – touch back on what was reviewed in the last meeting, review current progress, and make goals for the next meeting.
- 90 days – Review the past 90 days and how the employee is working with the rest of the team, determine if they have met their goals – why or why not?; Make goals for the future and determine if further scheduled reviews will be needed.

Put Lots of Weight on Cover Letters

Although the cover letter is often forgotten, it is an important introduction for any person looking to apply for a job. As a hiring manager, you know it can be annoying to receive countless resumes sent to an email inbox or through the mail without a cover or adequate contact information. More companies are putting more stress on a good cover letter, so feel free to jump on the bandwagon. A cover letter is a chance for potential employees to freely write a summary about themselves, including a brief summary of skills and previous jobs. It allows them to use their own 'voice' and show their personality outside of the bullet lists on the resume. Sometimes it shows if the candidate has rushed through the letter or if they have possibly forgotten to include information, which can give some doubt, but should still be looked into. If a candidate neglects the cover letter, it should send up a red flag right away. Was the person in a hurry? Were they too lazy to write one? Do they know *how* to write one?

Remember: No cover letter = No interview

Be Prepared

An emergency hiring plan consists of steps and processes to follow when a position needs to be filled in a hurry, but can still assure that the right person is hired. Partner with other managers and gather information about their positions and what kind of person they would need to fill them. Work together to build a process that can help streamline the hiring process and find qualified candidates - even in a pinch.

- Know the aspects of the job before looking for candidates
- Team with managers to examine potential new hires
- Build strategies for using current employees temporarily (cross training, job sharing, etc.)
- Consider partnering with staffing or recruitment agencies