

Creating workplaces that work...for everyone

Twelve Ways to Hire A Really Bad Employee

Every time you hire someone you don't know or haven't checked out, you put your company at risk. Bad hires drain morale and resources. Some of them even make a profession out of suing employers for harassment, discrimination or bad working conditions.

Here are twelve ways to guarantee that sooner or later you'll hire someone you wish you'd never seen:

1. Take it for granted that the candidate's resume was written by the candidate.
2. Let candidates take applications home to fill out, where their friends can help with the reading and writing.
3. Don't check resumes for unexplained gaps or job switches.
4. Don't conduct phone or onsite interviews.
5. Don't worry about what you ask or don't ask during the interviews.
6. Don't show candidates where they'll work and don't mention the skills they'll need. Let everyone be surprised when they show up for work and can't do the job.
7. Don't involve your current employees in the hiring process.
8. Don't get references.
9. Don't worry if a candidate doesn't remember the names or contact information of past employers.
10. Don't check references.
11. Don't verify dates of hire and termination at previous jobs. Let the candidate hide work gaps by changing the start and end dates of jobs.
12. Don't bother to send out letters to people you reject. You'll never see them again, so be as rude as you like.

HR Compliance 101 has helped many companies set up interview processes that avoid bad hires, keep companies safe from lawsuits, and also save time and money. For example, phone interviews are a good way to quickly reduce the number of candidates; they take about 15 minutes. The few candidates who remain can then be invited to lengthier onsite interviews.

A phone or onsite interview lets you eliminate candidates who clearly don't have the correct skills, don't fit your company culture, or have expectations (for pay, vacation, shifts) that you can't meet. If you wait until *after* the interviews to check references, you'll have far fewer references to check.

Another way to save yourself needless effort is to ask your current employees whether they know any of the candidates on your final list. People build reputations in their field; your current employees can steer you away from those who have built bad reputations.

For more information, please visit www.hrcompliance101.com and read our third quarter 2005 newsletter.

FROM OUR CUSTOMERS

"She does recruiting for us, both general workers and skilled workers. She brings me good candidates and narrows it down."

GARY BARNARD, Owner,
MOLDPRO, Inc., West Swanzey,
NH

This newsletter refers to some of the regulations that may currently apply to small businesses.

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Compliance Alert

The new Federal Minimum Wage poster and the revised 1-9 form (which expired on March 31, 2007) are coming out—one of these days.

Don't buy the posters when they come out.

Call HR Compliance 101 and we'll provide the Minimum Wage poster and 1-9 form for free. The new OSHA poster is available now. Call us if you need one. By the way, funeral homes, municipalities and other government entities do not have to post the OSHA 300A Summary Form.



Workplace and Training Solutions

Q. I only have 10 employees in my New Hampshire company. I offer them medical insurance but do I have to offer them COBRA benefits, too?

A. In our fourth quarter 2006 newsletter, we indicated that COBRA insurance is optional for companies who offer medical insurance but have fewer than 20 employees. It is *not* optional. Under New Hampshire law, you have to offer COBRA benefits if you offer medical insurance benefits, no matter how many employees you have. The good news is that COBRA is free. It doesn't cost employers anything. In fact, you can charge a 2% administration fee for administering an employee's payments to COBRA.

FOR OUR CUSTOMERS

Are you holding annual safety refresher training with all your employees? Let HR Compliance 101 set up training sessions. We'll accommodate your schedule, training nights or weekends if needed.