

Mineral™

The “Good, Better, Best” of Successful Hiring





Introduction

We celebrate the fact that you have your own approach to hiring. The key is understanding what makes your small business unique and tailoring your approach accordingly.

So instead of providing a monster list of to-dos, our experts are going to show you “good” and even “best” hiring practices so that you can mix and match to find what works best for your company.

Here are your **6 considerations** for hiring success:



- Make a Job Description
- Post the Position
- Screen Candidates
- Interview Finalists
- Contact Candidates
- Onboard New Hires



Hiring is an area of incredible returns – just a little bit of effort can lead to great improvements, such as engaged employees and reduced turnover.”

.....
Monica Weimar
Director, Advisory Services, Mineral

6 Considerations for Hiring Success

1. Make a Job Description

Good

Spell out the specific knowledge, skills, and abilities needed to do the job you are trying to fill. Having a job description is critical for setting expectations for the job from the get-go.

Better

Be realistic about what capabilities and experiences are needed on day one (“must haves”) versus what can be learned down the line (“nice to haves”) in your job description. Being clear makes your job accessible to more candidates.

Best

Rework your job description with inclusive language. Job descriptions that are inviting to all job seekers will widen your pool of qualified candidates because they can see themselves doing the job.

If you need a place to start, use our [Job Description Builder](#) to help you make a job description that fits the role you're hiring for.



6 Considerations for Hiring Success

2. Post the Position

Good

Post the job description where your competitors post as well as any popular industry sites. Make sure you've given yourself enough lead time so that you can accept applications for at least a few weeks and won't have to interview and hire at a breakneck pace.



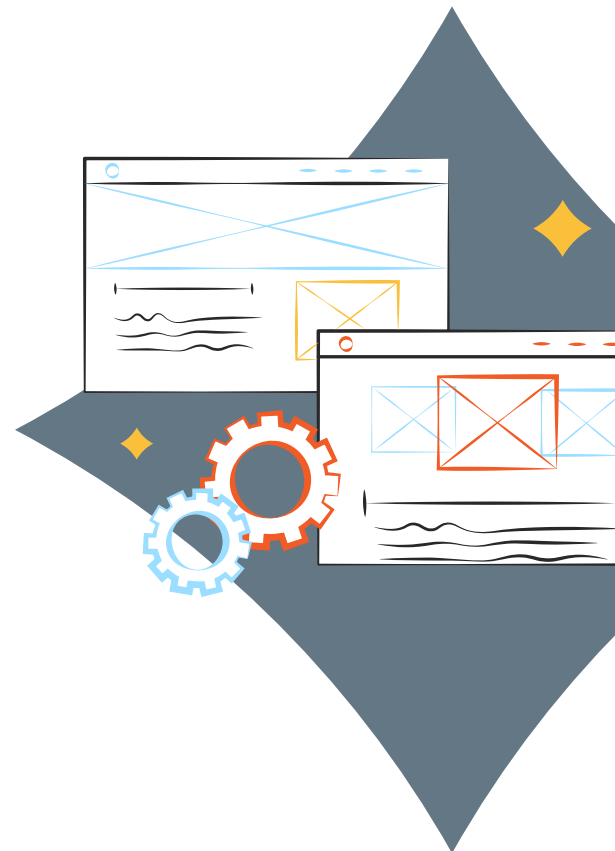
In April 2021, 46% of webinar participants said that hiring is more difficult now than in previous years.

Better

Find ways to make your job posting stand out among the competition. Listing job benefits is great, but also expected. See if you can share what makes working for your company different and better.

Best

Recruit through non-standard methods (read: not Craigslist or LinkedIn). Look into affinity-group associations, local community colleges, and resource centers for underserved populations. The benefits of a diverse workforce are wide and deep.



6 Considerations for Hiring Success

3. Screen Candidates

Good

Review job applications for candidates who best meet the requirements of the job based on their past work experience. But stay open to those with slightly different backgrounds. This will give you a broader pool of qualified candidates.

Better

Conduct phone screens of qualified candidates before interviewing. If you see any potential red flags, such as curious gaps in employment or requests not to contact previous employers, ask about them. There's likely a reasonable explanation.

Best

Perform reference checks even before the interview to ensure you'll be visiting with top-tier candidates. An exception might be for a high-level position where a reference check is best performed after the interview.

[HR Compliance Library](#)

keeps you current on the latest state and federal laws that can affect your hiring decisions.



How you hire is largely up to you. But there are a couple of state laws to be aware of:

- **Criminal History Bans.** Some states prohibit asking candidates about their arrests or criminal records.
- **Salary History Bans.** It's unlawful in some states to ask candidates for their salary history. Even where not unlawful, this practice isn't recommended. Instead, focus on the value of the job itself.



6 Considerations for Hiring Success

4. Interview Finalists

Good

Set time aside to talk to finalists in depth. Discuss the job expectations and have a conversation about how their skills and abilities align with the role and benefit your company. Be sure you're not asking questions that could be interpreted as discriminatory.

Better

Thoroughly prepare before the interview. Create a list of open-ended, job-related questions and ask them consistently of each interviewee. Take notes on their responses.

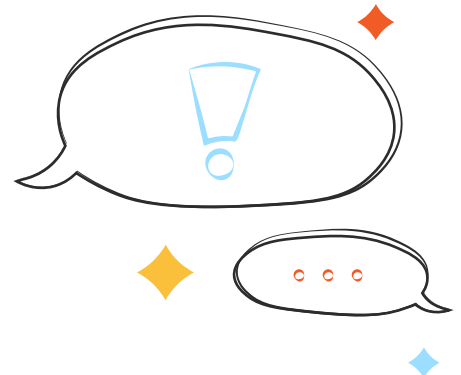
Best

Utilize multiple rounds of interviews involving stakeholders, such as the department head, hiring manager, recruiter, or those who will work closely with the person you hire. They will give you more information about the interviewee— just make sure they've had some kind of **bias training**.



Culture Fit vs. Contribution

"Are they a good fit?" comes up a lot when evaluating candidates. Be careful with this. It opens the door to bias and hiring people that look, act, and perform like everyone else in your company. Instead ask "Will they *contribute* to our culture?" to help make a more inclusive work environment. Diverse workforces have been shown to improve decision making and profits.



6 Considerations for Hiring Success

5. Contact Candidates

Good

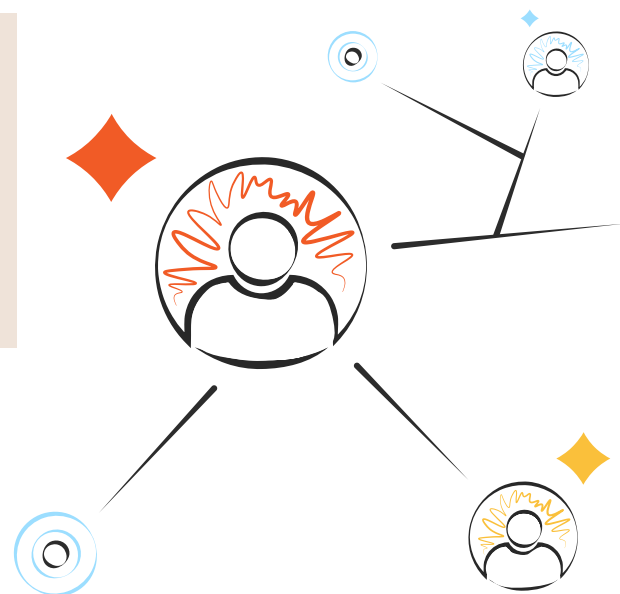
Based on all the information you gathered, decide who to extend a job offer to. Outline the compensation, start date, and any other pertinent details, including pre-employment requirements (ex. background check or drug testing).

Better

After the job offer is accepted, follow up with all candidates you interviewed to let them know you've filled the position and wish them well in their job search. For those that just missed the mark, encourage them to apply again in the future.

Best

Email *all* applicants to let them know the job has been filled. It shows appreciation for those interested in your company and helps prevent resentment that can injure your company's reputation in the job market.



6 Considerations for Hiring Success

6. Onboard New Hires

Good

Create a plan (it doesn't have to be fancy) to prepare new hires for their role on day one. Make sure you set aside time for them to read your employee handbook or other important policies.

Better

Create a training program for new hires. Make sure managers receive the same training as those they'll be managing, even if that means they'll learn about processes they don't do themselves. This ensures they're on the same page.

Best

Team the new hire up with a mentor who can show them the ropes, answer questions, and connect them with other departments.



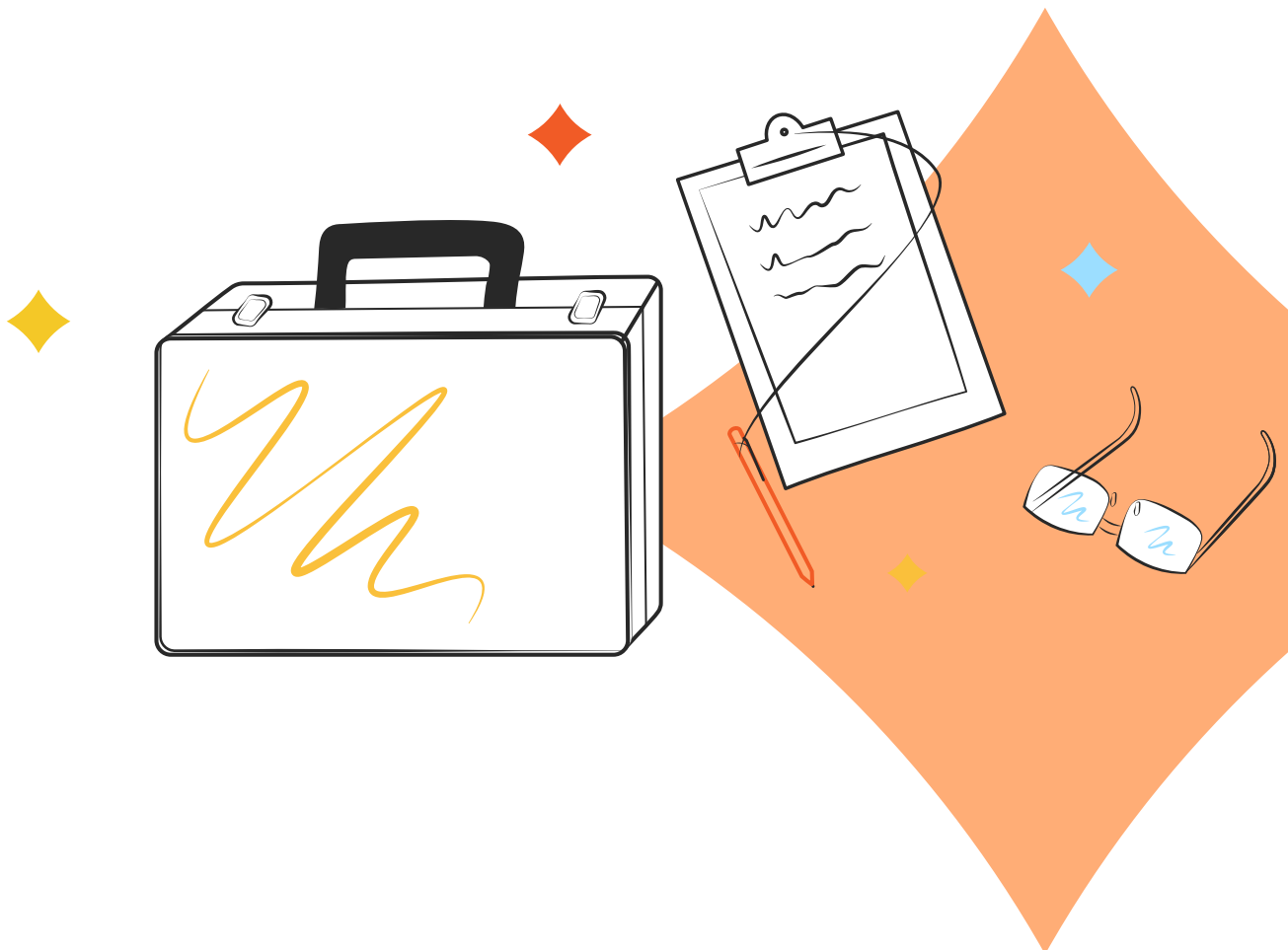
Conclusion

Good hiring takes some effort. But rest assured that making even one “good” change to your hiring practices can make an improvement in getting the right people for the right job.

If you have any questions along the way, talk to our Mineral Experts or browse the HR Compliance Library for the help you need to hire your next great employee.

Explore Mineral

** Solutions may not be available to all users.
Some features require additional subscriptions.*





About

Mineral is the HR and compliance leader for growing businesses. Through a combination of data, technology and human expertise, our proactive solutions take the guesswork out of HR and compliance, giving clients peace of mind. To learn more visit trustmineral.com.