



## Hiring Without Fear During an Economic Slowdown

Finding and keeping the right employees has always been a demanding task for any organization. During an economic slowdown, that task is even more complicated as poor hiring decisions can cost you a lot of money. If you plan to increase your employee count, the following tips can assist you in hiring without fear.

### **Determine if there is a true need for new employees:**

-Ask yourself the following questions:

- Are all of my existing employees working to their fullest potential?
- Can I add new responsibilities to any of my current employees?
- Does the job require a full-time or part-time employee?

-Review your budget to determine if hiring employees makes sense.

Contact us to receive a free financial worksheet template to assist you in making this important decision.

### **Use an online screening service (Applicant Tracking System):**

Reduce hiring mistakes to the lowest possible level by systematically placing people with the right skills into the right jobs.

Resume searches are one of the most inefficient and ineffective ways to screen job applicants. Online screening saves you time and money by asking applicants to provide only the essential information relevant to their ability to perform a job. An applicant tracking system allows you to set the minimum job requirements and automatically screens out candidates who do not meet these requirements. Additionally, various screening systems allow you to utilize standardized assessments to determine skills, competencies, cognitive ability, and personality characteristics, which are required for success in the job.

### **Talk Less During Interviews:**

One of the biggest mistakes made while interviewing is to dominate the conversation. An interview is the time to get to know the candidate behind the resume. Consider taking the candidate on a company tour and introduce him or her to other employees. Show the candidate the work space or tools he or she will be using if hired. Make the interview interactive by asking him or her to sketch out on a whiteboard how he or she would plan their day or how they would tackle a project.

### **Increase Internal Communication:**

During economic slowdowns, employees become even more aware of downsizing or consolidating of positions. If you plan to hire new employees, be sure to share the news with your current employees. Sharing this information is critical to help avoid negative perspectives and eliminates the spread of untrue rumors such as locations closing, layoffs, etc. Given the opportunity, you may consider including employees in the interview process. While it is not necessary to schedule formal interviews for the candidate with each employee, you can easily engage in a little "interviewing by wandering around".

### **Reduce the Time to Make a Decision:**

The longer an employer takes to make a decision about a particular candidate, the less likely the candidate is to be hired. Companies are often judged on how it follows the decision schedule outlined at the end of an interview. Companies lose good candidates when they hesitate to make decisions. Not sticking to the decision schedule sends a negative message to potential candidates and possibly give your organization a bad reputation.

Is your company making some of these mistakes when hiring? If it is, do not plan on changing the system overnight. Eliminate one at a time and enjoy the payoff as you move on to improve another part of the process.

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