

# THE HIRING PROCESS



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## WHY THE NEED TO HIRE?

- What positions are open or are in need of staff?



- How many people are needed to fill the open positions?
- Should we hire from within the company or hire new employees? (movement within the company)



## IMPORTANT FORMS



- Job specifications (aka Job Announcement)
  - Job requirements
  - Skills needed for the specific job (education and experience)
- Job description
  - General duties related to the job



## IMPORTANT FORMS (CONT.)

### ○ Job Task Analysis

- The Who, What, Why, When, and How of the job
  - Includes the time frame and details of all job activities
  - Will answer the “What if” question
  - Helps management and new employees understand what the job entails
  - Helps improve efficiency, cross training, and boosts employee confidence



# RECRUITING: EMPLOYER VS. EMPLOYEE

FINDING A QUALIFIED APPLICANT FOR THE OPEN POSITION

OR

FINDING AN OPEN POSITION FOR THE QUALIFIED APPLICANT

## Employer

- Advertisements
  - Newspapers
  - Websites
  - Career fairs
  - University career centers



## Employee

- Word of mouth
- Job hunting
  - Looking at websites, newspapers
  - Using the career center
  - Walking into businesses



# SCREENING

## Employer

- Screening
  - HR
  - Applicant pool
  - Background check

## Employee

- Submit resume/  
application
- Follow-up call



# THE INTERVIEW

## Employer

- Set up interview
- Use established interviewing style
  - Standard questions
- Take notes
- Show pride in your job/company

## Employee

- Confirm interview
- Arrive on time, dressed to impress and confident
- Be prepared, research the people/company you are applying to
- Have questions of your own
- Take notes



## THE INTERVIEW (CONT.)

### Employee

- Always be positive
- Listen carefully to the questions
  - If you don't understand, ask them to repeat
- Be enthusiastic, conversational, and energetic



# TYPES OF INTERVIEWS

- Structured
  - Professional tone, formal attire, set agenda
- Semi-structured
  - Conversational tone, formal attire, topics outlined
- Informal
  - Casual tone, casual attire, no planned questions



# AFTER THE INTERVIEW



## Employer

- Be prepared to offer a job
- Be prepared to tell the employee what to expect next
  - Drug test, medical exam
  - When the hiring decision will be made

## Employee

- Thank the interviewer, using their name
- Ask any last questions you might have
- Confirm when you will be hearing back from the employer
- Send thank you note/e-mail



# HIRING

## Employer

- Get in contact with the future employee to offer the job
  - Allow time for them to accept or turn down the offer

## Employee

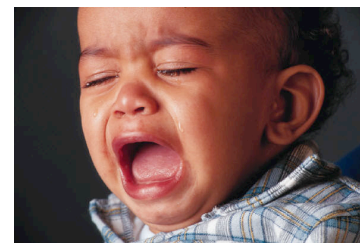
- Be gracious
  - Accept or decline the offer
  - If not offered the job, thank them for the opportunity



# THE DON'T LIST

## Employers

- What not to ask:
  - Age (unless pertains to job specifications)
  - Sexual orientation
  - Marital Status
  - Family obligations
  - Maternity Status... pregnancy discrimination



# THE DON'T LIST

## Employers (continued)

- Interviewer Habits That Most Annoy Job Seekers:
  - Acting as if there is no time to talk to me
  - With holding information about position
  - Turning interview into cross-examination
  - Showing up late
  - Appearing unprepared for interview
  - Asking questions unrelated to job skills
  - Asking personal questions



# INTERVIEWING TIPS

## Employee

- Turn off cell phone
- Firm handshake with eye contact
- Body Language
  - Smile
  - Avoid nervous ticks
  - Eye contact
- Never show cleavage



## REMEMBER THE INTRO INTERVIEW?

- What did we do right?
- What did we do wrong?



## REFERENCES

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