

# 6 Mistakes to Avoid when Recruiting

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## Hiring in desperation mode

Avoid starting the recruiting process right when you have an immediate need. Instead, build a pool of talented individuals that you can select from when a position opens.

## Failing to validate traits

Test applicants for traits such as values, aptitudes, passion, behaviors, and skills needed to be successful on the job instead of making assumptions based on their resume.

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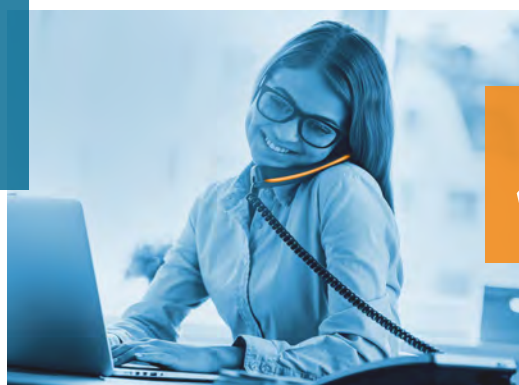
## Not tapping into your personal network

Referrals make the best new employees! Don't hesitate to ask your friends, colleagues, or family if they know anyone who would be a good fit for the job.

## Skipping the pre-screening phone call

Calling an applicant to ensure they meet the minimum hiring requirements will reduce wasted time in interviews with unsuitable candidates.

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## Hiring based on instinct

Don't base your hiring decisions on whether you "like" an applicant or not. Instead, develop a checklist where you can measure how well a candidate fits the position.

## Speaking before listening

Avoid telling applicants what the ideal candidate looks like before you find out who they are and what they can do. In doing so, you'll get a more genuine idea of the candidate's abilities.

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