

## Five Ways to Enhance Hiring Procedures

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The repercussions of poor hiring decisions go beyond tarnishing a contractor's reputation with customers and the public. Selecting the wrong person for a job can decrease productivity and company morale, leaving fellow employees to wonder why they're required to pull more than their fair share of the weight. Bad hires also exact an inordinate share of management time and are more likely to file—or cause—costly and time-consuming lawsuits.

Effective hiring procedures can help ensure new employees are well-suited to a company. Here are a few tips on how to proceed when bringing a new employee on board.

1. Require a Signed Application and a Résumé
2. Carefully Review Materials
3. Let the Applicant Talk
4. Check References
5. Implement an Introductory Period

An effective hiring process can result in quality employees who enhance the company's reputation and key relationships. By implementing these best practices, employers are more likely to have a dedicated and productive workforce for years to come.

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