



Avoid these hiring mistakes

If you run a business, you already know that it's a challenge to find good people, in good job markets and bad. However, many organizations cause self-inflicted wounds when attempting to recruit and hire talented people for critical positions.

Avoid these hiring mistakes at all costs to ensure you have a great shot at landing your top candidates.

1. Being cagey about compensation

- While you should be cost-conscious in every aspect of your business, you owe it to your candidates (and yourself) to talk about compensation during the very first conversation. Try to be as open as possible about the pay range, commission, bonuses, benefits, and other elements of your pay structure.
- Having an open dialogue will enhance trust immediately and also ensure you're making good use of your collective time. If the candidate feels the stated pay range isn't a fit, she can walk away early in the process.
- Conversely, if the candidate feels the pay range is a fit, you can proceed confidently through the remaining steps in the process knowing you've cleared that hurdle early on.

2. Not knowing what you really need

- In the rush to hire a good candidate and fill an urgent need in the organization, many business leaders will attempt to recruit without creating a job description or using a hastily-created one that poorly defines the position.
- While crafting a quality job description takes precious time, you'll be saving an abundance of time later. This activity will force you to think about what you need out of this role, what its goals and objectives are, and what kind of candidate would best fit the bill.
- A bad or non-existent job description demonstrates a lack of planning and foresight while nearly always resulting in a sloppy hiring process. Don't fall into this trap.

3. Showing up to interviews ill-prepared

- Many of us have experienced an interview where the interviewer was ill-prepared. Perhaps he never looked at your resume, asked for clarification on what job you were interviewing for, or showed up late to the interview without your resume.
- Remember how embarrassed, slighted, and disrespected you felt when on the receiving end of such treatment. Don't make this mistake when evaluating talent.
- Even taking 5 minutes to review the candidate's resume and reviewing a list of questions you need to ask will go a long way.
- Being prepared means respecting the time of the other person.



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2141 McGinty Road NW, North Canton, OH 44720, US

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4. Taking a long time to make a decision

- So many organizations struggle to pull the trigger when making a hiring decision. Reasons abound, including, “gathering requisite internal approvals,” “we need to see one more candidate,” “the hiring team can’t arrive at a consensus,” and so on.
- The reality is often that many leaders fear making such an important decision, which is reasonable. However, candidates (especially very marketable ones) will view your lack of decisiveness as a red flag and move on to other potential employers who don’t hesitate when making hiring decisions.
- Don’t lose your top candidate due to your indecisiveness. Ensure you employ a robust interview process that involves the right people, gather necessary feedback, and strike while the iron is hot.
- As a rule of thumb, make a job offer within 48 hours of your candidate’s final interview.

5. Not giving timely responses to key stakeholders

- If you’re fortunate enough to have a staff member managing the recruiting process for your organization, do everything in your power to make this new hire one of your top 3 priorities until the job is filled.
- Everyone is busy, but you must make time to review resumes that have been presented to you and provide feedback to your human resources rep or recruiter. If you don’t respond within 24 hours after being presented with pre-screened candidates, you’re signaling to all parties involved you’re not entirely serious about filling the position and run the risk of losing the best candidates on the market.
- If you’re running the search, set aside time every day to review all resumes and provide timely feedback to applicants. You’ll be happy you did!

If you would like to learn more about recruiting best practices, contact us at clarkharvey@arrowheadtalentsolutions.com or 330.316.0867.



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