

Job Posting Tips

- Define job title and description
- List must have skills / capabilities
- List would be nice to have skills / capabilities
- Scan local comparable ads for current job market / demand
- Focus on local resources and publications for postings
- Create job postings that are easy to understand
- Include all necessary and required skills and nice to haves in posting
- Focus postings on expectations for both the business and individual
- Customer facing businesses should list schedule expectations ie: Saturdays

Add some notes:

Resume / Application Tips

- Use both online and paper applications for in house inquiries
- Resumes should be included with applications
- Check for application completion and any missed sections / legibility
- Resumes should be organized and easily readable
- Look for resumes with beginning statements such as goals, purposes, objectives
- Scan resumes for keywords related to the industry
- Be aware of gaps in employment and ensure they are addressed in an interview
- Check for consistency in skills and experience
- Make notes on the resume and possible interview questions if moving forward

Add some notes:

The Interview

- Interview questions should be in 2 categories: job related / resume related
- Generate resume questions during application phase and resume checks
- Direct job related questions specifically and give scenarios
- Always ask open ended questions only
- Note response time, confidence level, tone and body language
- Position questions to get detailed answers from the candidate
- Use active listening and make detailed notes for decision making
- Always ask the candidate what they can do for the business and gauge response

Add some notes:
