



Top Five Hiring Tips

Hiring new employees is one of the most important functions of any business - and potentially, one of the most dangerous. The five simple tips below will help employers avoid some of the most common hiring pitfalls.

1. **Use a job description to communicate the essential job functions and expectations.** A good job description will help to keep the interviewer focused on what the company is looking for and will help the candidate determine whether the position is a good fit. Don't save big surprises for the first day of work - communicate your expectations.
2. **Require candidates to complete and sign an employment application instead of using only the person's resume.** This provides an "apples to apples" comparison between applicants and also gives you a document, signed by the applicant, that confirms the honesty and validity of the information provided.
3. **Avoid asking illegal interview questions, and focus on those based on successful behaviors.** Stay focused on unbiased, job-related questions. Come up with a few scenarios that the employee may encounter on the job and ask how he/she would handle them.
4. **Follow-up with an offer letter noting an RSVP date, a hire date, compensation, and any pre-conditions to employment.** Communication and documentation are the employer's best friends! Be clear, but not overly detailed. Make it easy for the new hire to understand what is being offered and how long they have to respond.
5. **Conduct reference and relevant background checks to assess the candidate's integrity.** Employers can be held liable for negligent hiring. The small fee for background checks should never keep an employer from protecting his/her employees. AccuPay recommends SafeHiring Solutions for background checks. [Click here for information on the AccuPay client discount.](#)

More information on hiring, including a complete Hiring Checklist, can be found on AccuPay's HR Support Center. Contact AccuPay today at 317-885-7600 for a free trial subscription.

PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax or legal advisor before implementing any ideas, comments or planning techniques.