

# 5 Common Mistakes to Avoid When Hiring

---

When you need to hire employees for any position, it's vital that you handle the hiring process carefully. Making a mistake could lead to the wrong employee, and that could mean spending time and money training someone only to discover that you have to hire someone new shortly thereafter. Of course, that's only the tip of the iceberg when it comes to the problems the wrong person could cause.

The best thing you can do is ensure you know exactly what to do in order to handle the hiring process properly. In this guide, we will discuss the most common mistakes people make when choosing new employees. Avoiding these mistakes will go a long way toward ensuring you make the right decision each and every time you are adding someone to the company's team.

## An Unclear Hiring Policy

Your company needs a hiring policy that is implemented every single time you go through the process. It should cover everything from the beginnings of the search all the way through actually sending out the acceptance letter. What's the problem with not having this policy? "An unclear policy can confuse hiring managers and candidates at best, or invite legal troubles at worst." (Fallon, 2014) The last thing you want to do is have a lawsuit against your company because you did not follow a clear hiring policy.

So, what should you do? Create a hiring policy that is listed in an employee handbook. It should go over every step and work as a way to protect your company from legal concerns. If you have the available funding, it would be best to hire a consultant company to handle hiring because they will know how to handle the process perfectly.

## Having Too High of Expectations

You have just hired a new employee. They look like they will be fantastic for the team and you have very high expectations for them. However, if your expectations are too high, then you will put undue pressure on that new hire, and that's a good way to lose them.

No one can handle the pressure of being expected to turn the whole business around, especially when they are new to the company. Be realistic in what that employee will be able to do, and ensure you convey your expectations clearly to them. That's another problem many companies have: not showing clear expectations.

"If your new hires are unclear about the quality, volume, or turnaround you expect – or how and why you're implementing changes – you're ultimately molding stymied, disoriented employee," (Schmitt, 2013).

So, when you form expectations, make sure they are something your new hire will actually be able to achieve and make sure you clearly explain them to the employee.

## Not Pre-screening Before Interviews

The whole interview process takes a long time, and when you have a gap to fill, you certainly don't want to extend things even more. However, if you aren't pre-screening candidates before you get to interviews, then you are wasting a lot of time. You are likely spending hours interviewing people who are all wrong for the job because the only thing you could go on was an application, CV, or resume.

Spending just a few minutes on the phone with possible candidates will give you the information you need to determine if they should be called in for an interview. You can get a sense of their salary expectations, their knowledge and experience, and their personality. It's all information you won't be able to get on a resume.

## Not Doing Background Checks

Surely, they were honest on their resume, right? You can only expect honesty from candidates who have nothing to hide, and unfortunately, plenty of people will cover up things, fudge information, and add in details in an attempt to make themselves sound better. As a result, you won't really know whom you are hiring or what to expect.

When you have a specific candidate that you would like to hire, you need to do a background check. This isn't considered an option. It's due diligence and it is the only way to ensure you know very clearly who you are hiring for your company. This check should include looking into their work history, contacting a couple of references, looking into their criminal record, etc.

In order to do a background check legally, make sure you have a permission form signed by the potential employee in advance. By knowing all of the details about someone, you can feel more confident that you are hiring the right person.

Whatever you do, never hire someone simply because they look qualified on paper. The results could be detrimental for your company. Unfortunately, anyone can write anything they want on a resume to make themselves sound better. Additionally, someone could be totally honest on their resume and look qualified, but not actually have the skills and experience needed to handle the job properly. Do the background checks and ensure you are actually getting someone who will be able to do the job.

## Assuming They Already Have a Stake in the Business

When you interview someone with the expectation of hiring them, you may hope immediately that they will be absolutely in love with your company. The problem is they don't have any stake in it. While they should be excited about the new job, you cannot expect them to act like they are an owner of the business. They have no reason to. They haven't worked their long enough to build up loyalty. They don't own any stock in the business. Why would they act as if they have a stake in the business?

If you expect them to, then they will let you down. This is guaranteed.

If you want new employees to act like owners from the very beginning, then the best thing you could do is actually give them a share of the profits from the get-go. Otherwise, understand that they are just an employee, and a new hire at that.

## Conclusion

When you hire new employees for your business, it is vital that you don't make these mistakes. They will only get in your way and cost you both time and money. A high overturn rate or employees who continually make mistakes or misrepresent the company can be very costly. It's simply not worth the risk. The better decision, then, is to handle the whole hiring process carefully.

The mistakes listed in this guide are common, but now that you have the information, you can avoid them. Always make sure you have a clear hiring procedure in place. Don't expect too much from new hires. Always prescreen your possible interviews, and do background checks on possible hires. Finally, don't assume the employee will act like an owner of the business from the get go. When you handle all of these things properly, you will find that the hiring process goes much easier and you will have less problems with employees once they begin work.

## Bibliography

Fallon, N. (2014, January 26). 5 Common Hiring Mistakes and How to Avoid Them. Retrieved from Business News Daily: <http://www.businessnewsdaily.com/5827-employer-hiring-mistakes.html>

Schmitt, J. (2013, August 8). 12 Ways to Alienate a New Hire. Retrieved from Forbes: <http://www.forbes.com/sites/jeffschmitt/2013/08/08/12-ways-to-alienate-a-new-hire/>

## About Pre-employ

Headquartered in Northern California, Pre-employ is a national leader in the screening industry. For more than 20 years, Pre-employ has provided cost-effective solutions that deliver quality employee background screening services, industry best practices, and valuable resources to help minimize risk and enhance the hiring process. For two years in a row, Pre-employ was named to Business News Daily's Best Background Check Services.

For more information, please visit [www.pre-employ.com](http://www.pre-employ.com).

## The Nation's #1 Background Check Company



Superior turnaround times



Quality customer service



Accuracy with full transparency



Best price guarantee