

Best Hiring Practices: 31 Biggest Recruiting Mistakes

By Sherryl Dever

As a business owner or manager, have you ever forgotten to ask a very important question in an employment interview? Did the omission lead to a costly miss-hire? You can save money, time and reduce frustration by avoiding the most common pitfalls in recruiting today.

Here are 31 Giant Recruiting Mistakes I've identified during my 25 years of hands-on experience with hundreds of business owners and professionals in the North Bay.

1. Hiring casually or without a clear plan
2. Ineffective recruitment advertising.
3. Failing to use available resources and contacts.
4. Lack of clarity on what matters most for effective job performance.
5. Unclear requirements of skills, experience, education and personal characteristics.
6. Failing to match the interview questions with the actual job requirements.
7. Inadequate information gathering during the interviewing process.
8. Wasting time with the wrong candidates.
9. Poor screening and interviewing techniques.
10. Poor documentation of the interview.
11. Rushing the process.
12. Unstructured interviews.
13. The interviewer talks too much during interview.
14. Asking unlawful questions.
15. Not actively listening during the interview process.
16. Emotional hiring decisions.
17. Not recognizing candidates that actually fit.
18. Not recruiting continuously.
19. Not checking references.
20. Searching for dream candidates.
21. Trying to find your clone.
22. Taking a friend's word on a candidate's qualifications.
23. Not anticipating issues that negatively impact the hiring process.
24. Taking too long to make a decision.
25. Slow or no follow-through.
26. Unclear career paths or future advancement opportunities presented to the potential employee.
27. Expecting the potential or new employee to already be trained.
28. Not following through on commitments made during the hiring process.
29. Not holding the employee accountable early on in their performance.
30. Not being willing to replace the employee sooner.
31. Not learning from past hiring mishaps and repeating the same mistakes.

Sherryl Dever and her professional team are honored to expedite business owners' success, especially in changing times. Celebrating 25 years serving clients. Contact Sherryl for more information or to request your complimentary business analysis at www.thebusinessresource.com or sherryldever@thebusinessresource.com.