# “Hiring Doesn’t Have to be Rocky” -
## An effective tool and strategy for hiring in a Nonprofit or Small Business
## By Stacey Etherson
### The *HR-Lady* for nonprofits and small businesses

This tool was given to CPA participants of the Community College of Allegheny County Continuing Professional Education conference held August 25, 2017.

## Planning

- ☐ Write the job description.
- ☐ Plan were to advertise for the job and draft a summary of the position. Advertise where your ideal candidates are most likely to look for job openings.
- ☐ Plan the interview including the number of candidates to interview and staff who will participate in the interview. Decide how you will weed out unqualified applicants. Write the interview guide and how you will assess the quality of each candidate.

## Pre-Screen

- ☐ Review resumes and weed out the unqualified applicants. Contact ‘qualified’ applicants to set up a phone screen of about 15-30 minutes in length. Plan your questions and ask each applicant the same questions. Record your notes.
- ☐ Decide which applicants appear to meet minimum qualifications of the job and that you would like to learn more about.

## Interview Candidates

- ☐ Invite candidates for an in-person interview or skype if necessary. Invite staff to the interview and provide them the resume and interview guide in advance.
- ☐ Welcome the applicant. Interview the candidate and take notes about responses. Ask the open-ended questions, use active listening and follow up for more detail.
- ☐ Allow time for the candidate to ask questions.
- ☐ As the interview comes to a close share next steps and when you will make a decision.
- ☐ After the candidate leaves, debrief about the interview and quality of the candidate.

## Select the Best Qualified Candidate

- ☐ Make a verbal offer; follow up in writing. An offer should be contingent on successful reference and background checks.

## Onboard the Employee

- ☐ Identify key activities, training and introductions the new employee needs to be successful in your organization.

HR Solutions for Small Business, LLC
Box 865
Monroeville, PA 15146
412-580-8249

stacey@HR4SmallBus.com
www.hr4smallbus.com
www.linkedin.com/in/staceyetherson