



HIRE RIGHT THE FIRST TIME!

A 60-minute Webinar

THE SEARCH IS ON ~ SELECTING THE RIGHT PERSON FOR THE JOB

1. According to the US Department of Labor, the average cost of a bad hire can equal _____ of that individual's earnings.
2. To improve your chances for success, do an in-depth analysis of the _____ and _____ aptitude required for the position you want to fill.

Think of a position you have filled in the past or may need to fill in the future:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Librarian I: This is the entry level in the Librarian class series. Under immediate supervision, perform professional library work in one or more assigned areas of the Library; perform extensive customer service duties; provide general and specialized reference, reader's advisory, referral, and information services to patrons in person, by mail, e-mail, and over the telephone; aid patrons in the selection of materials, collections and resources; perform manual and electronic searches of sources; participate in supervising assigned volunteers; plan, schedule, and publicize library programs, exhibits, and events for children, youth and adults; conduct community outreach including presentations at local schools; operate a variety of office machines; attend and participate in workshops, seminars, conferences, and training programs; maintain Federal Depository Collection according to Federal standards; maintain Arcadia History Collection and library archives; catalog all library materials; assist in the development, implementation, and evaluation of programs and services in the assigned areas of reference, children's services, or technical services; select and evaluate materials including books, magazines, audio, video, electronic database and CD-Rom products; continually weed collection; and perform other related duties and responsibilities as assigned.

What kind of person would you need to fill this position?

Re-write a sentence or two to produce a job posting that would improve this real-world example:

3. Based on what you really need for a particular position, write a few words or phrases that might attract candidates who will be a good match:
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4. Once you've determined what you are looking for and have found several possible candidates, focus less on past _____ and more on _____ traits.
- a. what _____ them
 - b. how they make _____
 - c. how they _____ with others
5. Use _____ questions to draw out details;
- a. _____ about a time when...
 - b. give me an _____ of how you...
6. Ask about past _____ situations to determine their _____.
7. Be creative in your _____.
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8. Try to gauge their true level of interest in the _____.
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9. Be sure to _____ carefully.
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10. Have others _____.
11. Reflect on how you _____ after the interview.
12. Take time to do your own _____.
13. Consider using an _____.

What is one thing you will do differently the next time you have a position to fill?
