

Hire Right the First Time Checklist From PercEnt %

- ___ Understand the Job and what qualities it takes to do the Job*
- ___ Have a written, up-to-date, Job Description*
- ___ Write down the Qualities and Attributes needed to do the Job*
- ___ *Involve the people who will manage and train your new Employee
- ___ Write down specific Interview Questions
- ___ “Be Prepared” for the Interview
- ___ Ask tough Behavioral Interview Questions (CAR – STAR)
- ___ Ask for and Check References using the above information
- ___ Use Background Checks and Drug Testing, if appropriate
- ___ Use Normed Assessment Tools that help you see how the candidate is wired and make a Sound Decisions
(www.aboutassessments.com)

For Assistance with Any or All of the Above

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