

COMMON HIRING AND RECRUITING MISTAKES

1. Hiring too quickly
2. Hiring the first person
3. Making exceptions, compromises
4. Inadequate/poor job description
5. Failure to check references
6. Hire based on personality
7. Failure to properly test technical skills
8. Requirements too strict
9. Mismatch – Candidate’s career goals with offer
10. No pool of qualified applicants
11. Not asking enough questions, lack of information
12. Salary constraint
13. Hire a friend or someone you know, not most qualified person
14. Focusing only on one set of skills
15. Not briefing others interviewing on what the job needs are
16. Interview team make-up
17. Lack of open-ended questions
18. Compare with past person who had job, not proper skills
19. Hire what’s available
20. Failure to plan in advance
21. Too much emphasis on technical skills
22. Relying on one source (recruiting and reference)
23. Incomplete background/reference check
24. Failure to involve multiple people
25. Rush decision
26. Hiring a “nonfat” personality
27. Wrong aptitude
28. Age, appearance, personal traits
29. Hiring someone like yourself
30. Not listening
31. Pressure forces us to shortcut process, make compromises
32. Focus on one part of their background
33. Looking for pay scale, not most qualified
34. Poor communication between levels of company
35. Too many experiences, unstable
36. Desperation hire, warm body
37. Technical skills okay, motivation/attitude poor
38. Promises to candidate you can’t keep
39. Untrained interviewer
40. Personal relationship clouds judgment
41. Salary constraints
42. Lack of “Digging”
43. Not trainable – intellect, attitude
44. Lack of objectivity
45. Screening/interview process not objective
46. Take too long to extend offer
47. Pressure forces process
48. Hire for reasons other than qualifications (family, friend, shortstop)
49. Work experience versus education not balanced
50. Too much emphasis on technical skill