

Hiring Do's and Don'ts

DO....

1. Define the Role Clearly

- Do distinguish must-have vs nice-to-have qualifications.

2. Hire for Skills and Values

- Do assess both technical competence and cultural/values alignment.
- Do use structured interviews to evaluate behaviors, not just opinions.

3. Use Fair, Consistent Processes

- Do ask the same core questions of all candidates.
- Do use standardized scoring or evaluation criteria.

4. Screen Objectively

- Do rely on evidence: work samples, tests, portfolios, or case studies where appropriate.
- Do verify experience and credentials with references.

5. Communicate Clearly

- Do keep candidates informed and close the loop respectfully.

6. Train Interviewers

- Do ensure interviewers understand bias, legal boundaries, and evaluation standards.
- Do read the confidentiality & Bias statements before any interviews are conducted.

7. Comply With Employment Laws

- Do document hiring decisions properly.
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DON'T ... ❌

1. Don't Hire in a Rush

- Don't lower standards just to fill a seat quickly.
- Don't skip interviews, references, or assessments under pressure.

2. Don't Ask Illegal or Inappropriate Questions

Avoid questions about:

- Age, marital status, religion, race, nationality
- Pregnancy, family plans, health conditions
- Political views or union membership

3. Don't Overvalue Credentials

- Don't assume prestigious schools or employers guarantee performance.
- Don't ignore transferable skills or non-traditional backgrounds.

4. Don't Oversell the Role

- Don't misrepresent responsibilities, workload, or growth opportunities.
- Don't hide known challenges—this leads to early attrition.

5. Don't "Ghost" Candidates

- Don't leave candidates without closure after interviews.
- Don't damage employer reputation through poor candidate experience.