



7 COMMON HIRING MISTAKES

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ERREUR n° 1

If you don't know where you are going, you will end up someplace else.

Before you start hiring, spend some time to define your criteria for the position. Once you have an outline of what you're looking for, it's easier to find candidates who will match it. Be careful not to be too specific as it could put off a lot of qualified candidates and the hiring team could screen out good candidates. On the other hand, if a job profile is too generic, it will lead to many "wrong" candidates to apply and confuse the hiring team.

Pro-Tip

Being thorough and realistic regarding your expectations is essential. This means understanding the current market conditions and being open to transferrable skills. This will ease the entire recruitment process, improve the candidate experience, and lead to better quality of hire. Also, don't try to clone someone. Often hiring managers are looking for a candidate who is currently doing the same job in a similar organization. This approach will limit managers in terms of potential, creativity and innovation. Lots of good candidates might not be considered because they might not meet this criterion.

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ERREUR n° 2

Failing to plan is planning to fail.

We all agree that employees are arguably the most important asset of most organizations. Despite this, hiring continues to be a process that is often not carefully planned. Having a plan for your hiring needs and decisions allows you to save time and money and keep strategic goals front and center. Your plan should include information to guide each step of the hiring process, from creating your interview guide, building your selection process, identifying who will be involved in the interview phase, and finally what criteria will be used to ensure you are making the right hire.

Pro-Tip

Once you have your recruitment plan nailed down, you should still allow for flexibility. You should look for different ways to personalize the experience for each candidate. You can do this by considering what questions, needs, or concerns the candidate might have throughout the interview and proactively addressing them.

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When you can't see the forest through the trees!

Another common mistake is depending too heavily on one factor to make your hiring decision. That particular piece of info provides a wealth of candidate insight to guide your decision-making process, but you should never hire using only one data point or method of collecting information. This happens particularly when we overestimate or underestimate a positive or negative information. Consider two candidates, one who aced the interview and one who stumbled. On the surface that might be an easy decision to make, but what if in fact the 1st candidate simply is more confident as they know an internal employee and feel they have this in the bag while the 2nd is a bit more nervous as this represents their dream job?

Pro-Tip

Developing a hiring matrix with specific criteria and weight will enable you to critically assess whether the negative information you have discovered is relevant to the position that is being filled and maintain a more objective view when assessing the candidates.

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You can't do this alone. And you don't have to!

Successful hiring managers make a conscious effort to collaborate with the recruiting team to create strategies to find, attract and select the best talent. On the other hand, poor communication and collaboration between hiring managers and recruiters can result in significant delays, poorly written job descriptions, poor candidate sourcing, miscommunications in interviews. While our hiring success is largely predicated on how we communicate with candidates outside of the organization, the conversations we have with internal stakeholders are just as important. No matter the reason for this lack of collaboration, it will inadvertently have a negatively impact on the candidate experience. .

Pro-Tip

If you want to get the most out of your hiring team, these 3 simple rules will ensure high engagement and dedication: Be responsive and decisive; provide detailed feedback in a timely manner and be available and open to input.

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Not all good things come to those who wait.

Don't hold off on hiring a really talented person because you want to wait for an idealized candidate. The truth is, perfect candidates don't exist—and neither do perfect companies. Waiting for the perfect candidate is costly on many levels from time, money and reputation. And in the end, you may actually be holding off making an offer to a great candidate and wind up losing them because you were indecisive. So don't disqualify great candidates just because they don't perfectly fit the list of requirements or you want to see more candidates.

Pro-Tip

There is certainly a lot to be said for being thorough and patient to prevent a hiring mistake. However, remember it's a really competitive market and candidates have options. If you want to hold-off making an offer just yet, be sure to keep that candidate up to speed. And understand that this may send out signals that they are not your ideal candidate. Nobody wants to feel like they are your silver medalist or won by disqualification.

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Forgetting that hiring is a two-way street

While you're assessing candidates, they are assessing you. This begins from the first contact and continues until a final decision is made. Not only do candidates assess the job fit, but also the caliber of the leadership, peer relationships, future career growth, and organizational culture. The chances of a successful hire rise when hiring managers sell the organization just as effectively as they shop for new employees. Treat candidates with the respect they deserve and let them know your hiring outcomes.

Pro-Tip

The most successful hiring managers spend time understanding what is important to the candidate and linking it back to their Employee Value Proposition. In fact, they make the possibility of working with them so attractive that the candidate can't say no. They also do not underestimate making sure that everyone who participates in the interviewing process is prepared. They know that every person the candidate meets along the way has an impact on the candidate experience.

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Falling into the Culture-Fit trap

There is no doubt that hiring for cultural fit, when done well, can boost retention and productivity. But most organizations do it badly. Instead of looking for people who share the organization's values, hiring managers look for people who share their own background and interests.

In the general sense, the expression "not a good fit" suggests that a candidate is not a good match for the organization. When these reasons are objective and include aspects like communication skills, business acumen, or technical abilities, that's one thing. But, if it is based on personality or style, it should cause you some pause. Cultural fit (unless clearly defined) is an individual interpretation, and interpretations are subject to bias.

Pro-Tip

You need to go deeper and figure out whether candidates are in sync with more fundamental elements of your organizational culture. To help you get it right here is a breakdown of what culture fit is and what it is not.



Shared enthusiasm about a organization's mission or purpose



A common educational, cultural or career background



A common approach to working, together or individually



A sense of comfort and familiarity with co-workers



A mutual understanding of how to make decisions and assess risk



Shared enjoyment of hobbies or interests