

YOUR EMPLOYMENT NEEDS



EXPERTS: Gina Delahunt - HR, Dave's Killer Bread

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GINA DELAHUNT:

Some of the most valuable steps that we go through before we hire include really identifying what we look for. It sounds simple but I think you have to be thoughtful when you go through this process. You want to be clear about what you're looking for, what the job is, what you have to offer and what supports you can give your employees. We call them partners. So I think first you have to know - what exactly is the job? What are the responsibilities that I am looking to fill? So a job description could be something that you can develop. You don't have to. But I think it's helpful to have a visual image of what you are looking for in a role. What kind of background is necessary? Do you require education, do you require a certain type of experience? And then being really clear and thoughtful about what your culture is in your organization. And I think you need to be really honest with yourself about what the culture is. You can have it in your mind what you would like it to be, but it is important to be able to articulate that to a candidate. And have it ring through to them when they start working. If it is a kind of sink or swim environment, you need to be able to find candidates that will be able to survive in that. If people need a little bit more hand holding or a little bit more support along the way and you can offer that, you need to be honest with yourself and the candidate about that.

PAUL SPINDEL:

Who do you want to be? What do you want to be known for? And what's the impact of your decisions seven generations from now? Job descriptions are a piece of a puzzle right? One of the things I encourage organizations to do is to update them every time they have a new hire. For that, you are in for that job that's not open. Make sure that we have an updated job description. That helps a little. Another thing I look at is what are the traits and attributes of people who had been successful in this job. And how I do I interview when asked questions about that incoming candidate.

GINA DELAHUNT:

So when an employer is considering hiring someone with a criminal background, there are four things you need to look at. One is sourcing. Where are you going to get your applicants from? Two is what your interview process is going to look like. Three is what are the attributes and traits of the individual that you are looking for. And lastly, fourth, is really just the job description and how you are going to describe the position and what the expectations are. When we are looking

at the candidate in terms of what they can bring to the table, it's really about who they are, and it's the same for any candidate. Can they be accountable? Can they come to work on time? Are they a good team player? If they have those values and attributes, regardless of whether they have a background or not. With any candidate, my opinion is that you need to make them feel comfortable. You wanted to be able to talk about their background. That their educational background, it can be their criminal background, Just a background in general about who they are and why they are a good fit for the job. And that's really what you are looking for. Plain and simple, whether they are going to be a good fit for the job or not.