

As a hiring manager, dozens or maybe even hundreds of applicants are vying for your attention. They all want the same position, whether they're seasoned or new to the industry. They may track you down on LinkedIn, send a litany of emails, and do just about anything else to get their résumé to the top of the pile. So what do you do with all of these applicants?

## DON'T

Trash resumes that don't grab your attention.

## DO

Keep resumes stored on file that may not grab your attention and respond to all applicants.

It's never a bad idea to keep applicants on file as they may be a better fit for a future position or just need time to get their feet wet somewhere else.

Now you have these eager candidates going through your screening process. A common interview tactic is to ask offbeat questions that relate to nothing at all. For instance, "If you were a fruit, what kind of fruit would you be?" is the type of question that will only get your candidate nervous no matter how fun you think it is! Know what you are trying to accomplish in an interview with each candidate, and tailor the questions not to defeat them but to give them a chance at success.

## DON'T

Ask completely unrelated job questions, unless they are completely innocent, end-of-interview questions based on their past experiences.

## DO

Communicate with them personally and find ways to relate in a friendly but direct manner.

The first interview, much like a first date, can make or break a candidate. They have such a short time to impress a hiring manager, who can make immediate judgements on just about anything. Whether it be appearance, verbiage, honesty, or something completely unrelated, these candidates know they have to be on their A-game! But how do you make a judgement when comparing several potential candidates that interview?

## DON'T

Let your gut feeling guide your hiring decision, or make an emotional decision. Sometimes the personality that you relate to the most isn't always the best candidate.

## DO

Methodically make your decisions. This is not a race!

Encourage sample reviews from your candidates and perform a thorough background check. If they have met your base requirements, how do they fit in with your office culture? Think about who you work with, their work strategies, and how this candidate can make everyone better.

The perfect candidate may not exist, but following these tips can ensure that you aren't making unnecessary mistakes and rehiring this position six months later!