



**Looking beyond the resume:  
Checklist to avoid a bad hire.**



**A-Check Global**

## Introduction:

As an employer, it's extremely important to select the right candidate for an organization. With increased concern regarding negligent hiring, many organizations have made background checks a mandatory process prior to hiring an employee. The issues created by a bad hire is far greater than firing the worker and filling the vacancy once again.

Hiring is not a simple process and it can't be handled simply by making a 'time' investment; an effective interview process calls for significant effort. A bad hiring process can leave your enterprise with underperforming employees who waste time and money. If an organization receives 100 resumes per open role, 50% of these are regularly undeserving applicants. After the initial screening, the 50 resumes could decrease to approximately 25. Within that 25, only half will continue to the subsequent stages and this leaves the HR department with a limited number of resources to finally review. At the end of the process, out of the possible one hundred applicants, only 5 - 6 may possess the necessary competencies to perform the task at hand. So hiring, as a process, can be clearly tough and shortlisting a potential candidate is a first rate challenge too.

A set of regulations must be created for the complete hiring procedure beginning from screening until the final interview so that your organization can secure the best candidate. Prior to the interview stage, a hiring manager should write down questions they're inclined to ask based on key functional areas of the candidate's competency. The questions can be framed by reviewing the candidate's job description and resume. Hypothetical questions may be asked as they could assist identifying the applicants' presence of mind. The interviewer must ask off-the-wall queries to see how the candidate thinks on his/her feet.

As part of the hiring process, employers need to additionally check a candidate's social media activity for tracing any abnormalities in their character. Hiring a reliable candidate additionally relies on the interviewer's intuitions about the candidate at some point of their in-character interactions during the interview.

This white paper provides some proven methods to avoid a bad hire within an organization. It includes implementation of required industry practices and verified background verification techniques.

## 1. Assessment of the job description:

The prep work involved prior to beginning the hiring process is a significant step as it provides an employer the opportunity to detail their candidate requirements. Before an interview, it is very crucial to study the roles, responsibilities and job description accompanying the task profile along with the hiring standards for the position. In addition to the previously mentioned details, mainly consider a thorough review on items the candidate has submitted

like their resume, cover letter and online profile. These can provide an employer with a distinct view of the candidate and assist during the actual interview.

## **2. Avoid hiring by appearance:**

“Don’t judge a book by its cover” this sentence explains you the entirety. Loads of applicants are employed just due to their appearance or the manner in which they communicate. Hiring only on this basis is likely to put your business at risk and should be avoided at all costs.

## **3. Stay interactive throughout the interview process:**

Making the interview interactive can assist the interviewer in obtaining a lot more details regarding a candidate's character. It assists the employer to monitor the job applicant's character as they can reveal numerous things about themselves when an interview is interactive. Candidates can also divulge their longevity plans in the organization during such interactions, their other job offers and other details that might help the interviewer to make an informed decision.

## **4. Interview for core values:**

Rather than hiring primarily based on capabilities and experience, hire also for qualities like integrity, honesty and loyalty. Ask behavioral questions during the interview to review how a candidate would react to a particular situation. While you interview, make sure you look for what’s beyond a candidate’s specific talent set; who they may be, what drives them, how and why they make choices, how they interact with others, and so forth. These specific responses are all as vital as the positions they have held in the past.

## **5. Hire applicants for their work ethics:**

A good work ethics is generally a natural trait and not something that can be forged at random instances. Someone with positive professional ethics will also pursue being the best at their job and this in the long run can result in significant success to the organization. In case a candidate’s ethics mismatch with those of the organization, you would be better off in not hiring that candidate.

## 6. Running Background Verification for a potential candidate:

A pre-employment background check is a mandatory requirement nowadays as too many applicants make fake claims on their applications and resumes. The primary benefit of performing background history assessments is an increase in the quality of applicants.

A complete employee screening process:

- can avoid applicants with serious discrepancies.
- prevents applicants who are seeking to hide something like a past criminal history.
- Considerably increases the quality of new hires due to the 'well-informed' selection process.

### • **Mandatory Qualification/ Education verification:**

"Fake degrees" - this phrase can emerge as a financial disaster for an organization. A candidate who does not have the requisite educational experience can be the reason behind a huge revenue loss for an organization. Ever thought that verifying an education history is vital? If not, taking into account that a large number of job applicants falsify their educational claims.

The verification of education records is one of the most basic tests of honesty and integrity within a candidate and can assist the organization throughout their decision making system. Checking the accuracy of a candidate's stated qualification can offer employers with the essential warranty to proceed ahead with the next steps within the hiring process.

### • **Employment records check:**

The verification of previous employment records is an essential element in building a defense against bad hires. Any report on the past employment history will help organizations to verify the employment background of a candidate and check for inconsistencies between the information on the application or resume and the prior employers' statements such as:

- Dates of Employment/ Tenure
- Reason for Leaving
- Designation
- Salary claims

This verification of employment records may additionally offer information concerning the applicant's trustworthiness and helps to verify if the applicant really has the stated work history and experience to succeed in the job.

- **Criminal checks:**

All Companies have a moral and legal obligation to provide a secure environment for their employees. Consequently, knowing whether a new hire has been involved in illicit activities, like those stated below, is critical as previous history can be a great predictor of future performance:

- Drug abuse
- Dishonesty
- Theft
- Dangerous and violent behavior
- Sexual harassment.

Criminal record checks as part of the background verification process allows the employer to determine if an applicant is appropriate for the job and work environment. It also allows the employer to determine if the applicant poses a potential risk to other personnel.

- **Address verification:**

Depending on the job criteria, verifying a job applicant's address is an important check to be performed as the organization needs to know where a potential employee stays. This also can help in finding out if the candidate had potentially migrated from another Country without required work authorizations. It can also mitigate problems that can arise due to a missing or absconding worker thereby saving time and cost from an organization's perspective. Also, address verifications can assist while conducting the criminal database check concerning a candidate within a particular jurisdictional region.

- **Substance abuse screening / drug testing:**

Alcohol and drug use by employees can cause a serious loss in productivity, injuries, robbery, low employee morale, increased insurance costs and legal liabilities. Keeping this in mind, drug screenings have to be performed for all applicants after the initial selection process. The subsequent scenarios point to possible issues when an organization recruits a candidate who is addicted to drugs / alcohol:

- Sleeping during work hours

- Overall performance issues
- Poor decision making
- Loss in Efficiency
- Lack of focus
- Influencing co-workers negatively

## About A-Check Global

The above steps provide a brief overview of how bad hires can be prevented in an organization. With a good interview process and an effective Background Verification Service, employers can create a successful hiring environment that results in shortlisting optimum candidates for a job position.

A-Check Global is a worldwide leader in providing Background Verification Services and we can assist organizations in finding a 'safe' & 'smart' hire. The background verification services we offer includes

- Education/professional qualification verification
- Employment verification
- Professional reference verification
- Address verification
- Identity verification
- Criminal verification
- Database check
- Drug testing/ Substance Abuse screening services

We do not limit our services to the size or industry vertical of an organization. The industries we cover consist of education, finance, healthcare, real estate, hospitality, and so forth. We have the best team of employees with the capability to compile the most comprehensive information, in a secure manner, about a job applicant the company needs. With the information discovered during A-Check's background verification process, our clients always feel the difference between their 'good' and 'bad' hires. Our drug testing service is unique when compared to other providers; we use the first of its kind "Inst-A-Check Kit" which provides the test results of the candidates in just 2 minutes of time.

We believe that our real value resides in the relationship established between a customer and us and hence we always consider every client a priority. Each and every background check we run on an applicant is a step towards ensuring our client's safety as 'smart' hiring can transform an organizations' fortune to greater heights.

At A-Check Global, we believe our responsibilities extend beyond business. We firmly believe that our success is dependent on the success of our Clients' hiring capabilities and that is why we strive to provide our Clients with the highest quality of services all the time.

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