

Making the Hiring Decision

Good selection decisions require careful consideration of all the available information (education, training, experience, skills, abilities, personality, etc.) from as many different credible sources as possible (interviews, reference checks, background checks, TriMetrix DNA assessment results, etc.) against a clear specification of what is needed or desired in the job.

Keep in mind the TriMetrix DNA Job Benchmark “fit” and all the information gathered about the candidate.

Hiring Tips

- Resist the temptation to hire someone just because you need to fill the job. You are likely to pay for a hiring mistake both in money and time.
- Focus on how well the candidate fits the demands of the job, not how much you like the candidate’s personality or how much you have in common with the candidate.

The selection process is designed as an aid to the well-reasoned judgment of a hiring manager, not a replacement for this judgment. In the end, every hiring decision is a judgment call. Use the tools provided in this process to inform your decision, not make it for you.

Highlight Recommendations for each Action used & Initial

<u>ACTIONS</u>	<u>RECOMMENDATION</u>			<u>INITIALS</u>
Application	Not Acceptable	Some Reservations	Consider Further	
Pre-Screen Processes	Not Acceptable	Some Reservations	Consider Further	
Tests & Assessments	Not Acceptable	Some Reservations	Consider Further	
Behavioral Interview	Not Acceptable	Some Reservations	Acceptable	
Reference/Referral Checks	Not Acceptable	Some Reservations	Acceptable	
Background Check (Optional)	Not Acceptable	Some Reservations	Acceptable	
DECIDE	Do Not Make Offer	Eligible At Later Date	Make Offer	
Drug/Medical Screen (Optional)	Fail		Pass	