



The Hiring Process

This class is designed to provide managers with an overview of the hiring process, and gain an understanding of various time-tested techniques and practices used in the effort of hiring the best people. Can be customized to integrate your company process.

Listed below are some of the topics covered in this class:

Overview of the hiring process

- The importance of hiring quality people
- Alternative philosophies on the kind of people to hire
- Overview of the people involved in the hiring process

Issues when hiring techies

- Reading resume alphabet soup
- Assessing programmer ability
- Assessing code maintainability

Steps in the hiring process

- Conceptual overview of hiring steps (from “budget approval” to “making an offer”)
- Description of each step in the hiring process
- Getting permission to hire
- How to find people to interview
- and more ...

Techniques to help hire the best candidate

- The advantages of finding internal referrals
- Selling the job to a top candidate during the interview process
- Presenting the offer in a way that makes the candidate want to accept the job

Hiring contractors

- Hiring a contractor vs. hiring a new employee
- Contractor advantages and disadvantages
- Temp-to-hire
- Converting contractors to permanent employees

Food for thought

- You personally know one of the people who applied for the job. What do you do?
- Your best employee refers an unqualified candidate. How do you deal with it?
- Your manager is pushing you to hire someone you don't like. What do you do?