

F Y I

These tips increase your chances to hire the perfect match for your company.

It will make the difference between having a GREAT employee than having just a GOOD one.



1. When you review a **resume**, look for length of time on the job: a candidate with several **short- term** employees could mean a lack of commitment on their part.
2. Look for gaps in employment and ask for an explanation.
3. Watch the employment dates for "**overlaps**". This could be a simple error, but also might indicate that the candidate is not being **truthful**.
4. Have a copy of the job description at hand when you review the resumes: The more skills that match your job description, the more likely you will be to have a great match.
5. **Sort** your likely resumes into two "**stacks**" - one for those that look perfect to you, the other for those that look good. Call the perfect ones on the phone and ask them why they want to work for your company.

Vocabulary

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|----------------|-------------|
| 1. Resume | 4. Truthful |
| 2. Short- term | 5. Sort |
| 3. Overlaps | 6. Stacks |

TIPS ON HIRING A GREAT EMPLOYEE

Word Application

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| 1. I hate history! I have to read_____ of books before passing the subject! It's so boring! | 1. Resume |
| 2. We have to _____ these applicants into two. The first group as the great ones and the other, the good ones. | 2. Short- term |
| 3. Interested applicants may submit their _____ on line. | 3. Overlaps |
| 4. The table cloth is too long. It_____ the table. | 4. Truthful |
| 5. I like her because she's a _____ person. I hate liars! | 5. Sort |
| 6. It's ok to accept the job because the contract is just a _____ one. | 6. Stacks |

Express Yourself

1. What do you think is the difference between a good employee and a great one?
2. What factors do you consider in hiring an employee?
3. What's the disadvantage of hiring someone with a long experience about the job?