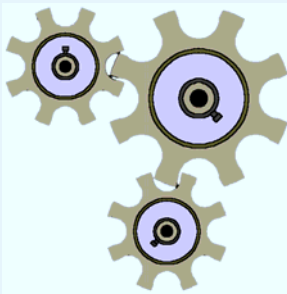


Hire Smart; Fire Smart: squash employee lawsuits

Hiring & Firing



Geared
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3 minutes to
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Employee related lawsuits are on the rise. You read about them in the paper every day. Here are some simple tips to stay out of employee lawsuit jail.

- Develop a hiring expert in your business. No matter what size you need some one who is familiar with Federal and State laws.
- If you can't develop this hiring/firing expert, then check with your Chamber of Commerce to see if they offer a hot line to answer questions when you have them or can refer you to an employment law attorney. You need a specialist. Don't use your own attorney unless he/she does specialize in employment law.
- You need to know what questions you can and cannot ask. You can't ask any health questions, but you can make life insurance a part of the job and ask your potential employee get examined for life insurance.
- Always have at least three different people, at different times, interview your potential new employee. Then compare notes with your hiring expert. Are you all in agreement about the potential employee?
- Call your prospective new employee at home. Monitor how they react and sound on the phone, especially if phone work is part of their job.
- The right skill matched with the wrong mindset is a sure way to waste a great deal of money while sinking employee morale. Basic personality traits don't change. Don't try no matter what skills are evident during the interview.
- Identify the personal characteristics of people who are thriving in your employment and try to find people just like them.
- Allow candidates to simulate work before you hire them. As an example if phone work is part of their job, have them answer the phone from an "irate customer."
- Never stop recruiting. It is an ongoing process just like looking for new customers. Stockpile names. Don't wait until you need someone to find someone.
- Be sure to use an American Disability Act approved application. *We'll be happy to provide a copy.*
- Make sure your personnel manual is up to date and in compliance with both Federal and State laws. *We'd be happy to review it without charge to you. If you don't have a personnel manual, we'll work with you to develop one.*
- Do you have a checklist to make sure you give, tell, and show your new employee everything they need to know about their job? *Let us know and we'll get a new employee sample checklist to you.*
- Do you have a formal exit interview plan? Script one so you don't vary in what you say when you must terminate an employee. Determine if more than one of you should be in the room when you do terminate.
- Make sure your checklist regarding terminated employees is up to date. Be sure to let your terminated employee know his/her rights about all the employee benefit plans, including COBRA, retirement plan rollovers, etc.

Hiring smart is most important step to building successful employees. Firing right is second.