

**Hiring Employees
From Application to Interview to Orientation**

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**Presented by Karen A. Harvey
RCM, COS, FHS, CCD, CCM
NAHC Board of Directors~Secretary
MAHC Board of Directors
Concord Cooperative Board of Directors~Secretary
&
Martha J. Bosley
CCD
Concord Cooperative Board of Directors~Treasurer**

CLASS DESCRIPTION

Hiring new employees can be an arduous task. If the proper practices are set in place it can be much easier and more beneficial to the Board and Management.

SEARCHING FOR JOB CANDIDATES

Steps to seek job candidates:

- Instruct Management to post on internet.
- Instruct Management to do a website search for resume's already posted. There are many websites to check, such as: Indeed, Nexxt, jobsgalore, Monster Jobs, EveryJobForMe, Get-Me-Jobs, CAREERBUILDER, Jobs2Careers, Michigan Job Department.com. Check your home state.
- Instruct Management to post position in online newspapers.
- Instruct Management to run an add in the actual local newspaper.
- Post on office bulletin board.
- Instruct Management to collect resumes to present to the Board for review.
Some Boards instruct management to review all of the resumes submitted and select the "best" for presentation to the Board for review.
Some Boards review all resumes collected.
We recommend that the Board review all resumes!

SET DOCUMENTS IN PLACE

Cooperative rules, by-laws and policies:

- Some cooperatives have rules, by-laws and policies in place prohibiting relatives and/or close friends of the staff, board, and management company from being employed by the cooperative as employees or contractors.

- ❑ Make sure you as board members set strict guidelines!
- ❑ Ensure that you have a set job description in place for all employees.
- ❑ You should also have one or more of the following documents for each employee to sign and placed on file:
 - Confidentiality Statement and Agreement
 - Code of Ethics
 - Conflict of Interest and Disclosure Form
 We have samples for you if you need them.
- ❑ Check your policies!
- ❑ It is up to you the BOARD to govern your policies and documents!

RESUME REVIEW

Things to look for during resume review:

- ❑ Remember! Everyone tells you what they think you want to hear!
- ❑ Check to make sure the content of the resume is clear and concise.
- ❑ Check grammar and spelling. Typos can be a sign of carelessness. They should have proofread for spelling and grammatical errors. The resume is a formal document and should be meticulous. It should show that they took time in making it so. Are they telling a story and presenting themselves to the best of their ability?
- ❑ Research candidate's longevity at past workplaces. Long tenure can be impressive, but upward progression is as well. Look for at least 2 or more years with each employer. Did they stay long enough to add value, learn new skills, build longevity, establish loyalty with a former employer?
- ❑ If there are gaps in the work history, you wouldn't want to dismiss a potential star employee because they chose to go back to school or had trouble finding a job after being laid off. Give them a chance to explain.
- ❑ Pay attention to experience. Does it match what you are looking for? Focus on skills that they will bring to you for what is needed and look for them in the resume.

- Review education. Did they graduate from high school, college, trade, or tech school? Review degrees, certifications, internships.
- Look for Red Flags! Especially FLUFF!

THE INTERVIEW

On to the Interview:

- Instruct Management to set up interviews with the prospective employee selected and the Board of Directors.
- Second interviews will be set up including the supervising management after the Boards selection.

WHAT TO ASK, WHAT NOT TO ASK

Sample Questions to Ask:

- What intrigues you the most about our company/cooperative?
- What do you know about our company/cooperative and why do you want to work here?
- Tell us about a time when you had a conflict in your place of work with a boss or colleague. How did you handle it?
- Was there ever a time that you had to overcome a difficult challenge? Tell us about it.
- What motivates you to do your best work?
- Tell us one thing that you are most proud of in your work history.
- What aspects of this work most interest you?
- Why are you leaving your current job?
- Do you work best alone or in a team?
- What is your ideal work environment?

- Do you have transportation to and from work? Do you have a license in this state if the job requires operating a company vehicle?
- Do you have any questions for us?

Sample Questions NOT to ask:

- Where do you see yourself in five years?
This is an old cliché. Companies and candidates change.
- What is your biggest weakness?
- Do you work well under pressure?
Of course, they do!
- Are you Married? DO you have children?
A big NO NO!
- What race are you? What is your religion?
A BIG FAIR HOUSING NO NO!
- Tell us about yourself...
And of course, everyone is GREAT!
- Why do you want to work for us?
See questions to ask.
- What motivates you?
90% of all candidates say family. Instead see questions to ask.
- What is your greatest accomplishment?
Again, the most likely answer will be family. Instead see questions to ask.
- Are you a team player?
Of course, they are! Instead see questions to ask.
- What are you earning now?
- Why are you leaving ABC co-op?
- AND NEVER EVER ASK QUESTIONS ABOUT PHYSICAL APPEARANCE!

FOLLOW UP

- ❑ Complete criminal background check
- ❑ Does applicant have driver's license?
- ❑ Contact references
- ❑ Complete physical and drug testing.

ON TO FIRST DAY ORIENTATION

- ❑ Start the day with a meeting of welcome with Management and at least one Board Member. This should be the President if they are available. If they are not another member of the Board can be delegated by the President.
- ❑ Meet and greet with staff.
- ❑ Complete a review of the Employee Handbook, including Chain of Command, Hierarchy Chart.
- ❑ Complete review and signature of all related documents such as, Confidentiality Statement and Agreement, Code of Ethic, And Conflict of Interest Disclosure Forms.
- ❑ Review and sign all employee related forms, such as insurance, tax forms, etc.

WE WISH YOU THE BEST!

