



Flexible Hiring Review

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The Onboarding Issue

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Don't Ask That!!!



To ensure a diverse workforce and to comply with state and federal discrimination laws, certain questions should never be asked during an interview.

Off-limit topics include an applicant's age, birthplace, appearance, marital status, child care arrangements, religion, financial status etc. Even indirectly asking about any of those topics have the same legal repercussions as if you had asked straight out.

Here are some examples of questions that should never be asked:

- ◆ Do you hold citizenship in a country other than the United States?
- ◆ Are you the primary wage earner for your family?
- ◆ Have you ever been arrested?
- ◆ Where were you born?
- ◆ Do you have children?

However, there are some questions you can ask if worded properly. For example:

- ◆ Are you eligible to work in the United States?
- ◆ Have you ever been convicted of a crime? (With this one, make sure to tell the candidate that a criminal

conviction does not bar employment, but can be considered in relation to job requirements.)

Be wary of using the "tell me about yourself" tactic during interviews. It seems like a good way to avoid the issue of asking something you should not, but it leaves the candidate wide open to mention information that you should not know. If that should happen, the information should never be put anywhere on the application or with any paperwork the candidate is submitting. The easiest way to avoid problems is to prepare a list of questions for the interview.

Onboarding!!



Onboarding is not only a new name for Employee Orientation, it is a new way to look at the entire process. It is about more than just getting a new employee settled in their office. It is about retaining talent. We are going to give you some tips on what can make the onboarding process run as smooth as possible.

Welcome!

It is important for a new employee to build a rapport with their colleagues and with management. Give them a tour of the office, introduce them to key members of the team. Also, go over the vision/mission statement of the company or department. Give them an idea of how their role at the company fits into the "big picture".

Expectations

Go over the job description again and make sure that the new employee understands what it is that is expected of

them. It is better to spend the time before to be clear about what is expected than to have to go over and make corrections at a later date. Get everyone started on the right foot. Performance management policies should also be introduced and talked about so as to make it very clear.

Policies & Procedures

Any classes or seminars that they will have to take? Paperwork they will have to read through and sign? Be clear and concise about what is expected of them in terms of adhering to any company rules or regulations that might differ from the standard. A different break policy? This is the time to bring it up and make sure that they understand it. That way it makes for smooth sailing as they continue to assimilate into the company.

The Details

So this may sound like information that should be mentioned in the Policies section, but this is more about the little details that make a workplace really run smoothly.

Such as emergency contact information and alternate phone numbers for the new employee. What to do in the case of a weather emergency. Normal work hours. Overtime pay. Calling in sick. Again, be clear and concise and make sure that the new employee does not have any questions of their own.

HR in the Know

- ◆ US Census Bureau from the 2007 Survey of Business Owners show and increase of 20.1% in women-owned businesses since 2002.

Employees: Finally got the job you've been after!



Unemployment Extended!

President Obama signed into law the Unemployment Insurance Law. The federal unemployment payments, last up to 73 weeks, kick in after the state-funded 26 weeks of coverage expire. For more information go to :

http://www.edd.ca.gov/unemployment/Federal_Unemployment_Insurance_Extensions.htm

New Job Nerves



Starting a new job can be a nerve-racking experience. It is the next step in your life, and you want to make you make it one of the best steps you'll ever take. Here are some tips on how to make it run more smoothly.

- ◆ Get to know your coworkers. Learn their names and their job titles. These are the people who are going to be your support structure and go to people.



- ◆ Smile and be enthusiastic. You should be excited to be starting this new venture. Offer to help out when you notice that someone might need it. Show initiative about your work and about the company.
- ◆ Be prepared. If there is paperwork that needs to be completed on your first day, make sure to have everything you need. If you're not sure if you will have to complete anything, bring your documentation anyway.
- ◆ Dress appropriately. First impressions are everything. Sure, you've impressed the hiring manager, but you still have to make a great impact on your co-workers. If you have any doubts as to what the acceptable dress code is, call the HR manager and ask them. It's better to ask than to show up too casual.
- ◆ Of course most importantly, do your job and do it well. The best way to start off on the right foot, is to work your hardest and do the job that you were hired to do.

The August Hot Tips.



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Candidate of the Month:



We are happy to announce that one of our candidates, **Scott**, has found a permanent position. We are sad to see him leave our team, but are excited for him in this next step. One the perks of working with TSS is that the we work with you to hone your interviewing skills as well as get you back in the workplace.

Featured Opportunities

A well known San Francisco Property Management firm is looking to start interviews for an **Administrative Assistant with Property Management** experience in September. In addition to general administrative tasks, the ideal candidate will also have experience in Property Management as well as accounting experience.

Apply to cynthia@tssjobs.com.

