

## The Hiring Process

Your company has a lot riding on the hiring decisions you make. Entry level through top management, the right pick is critical in order to develop and retain the most productive employees. As a business person, you are naturally concerned with hiring the best candidate for the job.

Effective hiring takes place long before the first interview. It begins with a hiring plan. This will enable you to select the most skilled and productive person for the job. After you've hired someone, New Hire Reporting regulations must be followed.

### Recruitment

Recruiting and hiring the best candidate is a major responsibility and concern for all companies. Employers must comply with state and federal laws when recruiting new candidates. Employers are prohibited from discriminating against an employee or applicant on any legally recognized basis including, but not limited to, race, age, color, religion, sex, national origin, disability, or veteran status. State and local laws may list additional protected classes.

### The Interview Process

There are several steps that need to be taken in order to select the best person for the position available. After the recruitment stage, you need to have a process for taking and reviewing applications as well as interviewing possible candidates for the job.

*First impressions count!* Just as you are seeking information on a candidate, they too are seeking information on you and your company. How prepared are you for the interview? Are you familiar enough with the candidate's resume and application to ask intelligent questions? Do you have a clear picture of the job description, and how effectively can you communicate this to the candidate? Do you know enough about the company that you can give a brief background on the business?

In addition to being mentally prepared, check your physical surroundings as well. Have the candidate's paperwork at your fingertips and a desk that is clear from clutter. Free yourself from any possible interruptions or phone calls during the interview. And be presentable. If the job requires appropriate attire, make sure you are setting a good example.

### Selecting the Right Candidate

Now that you have narrowed your candidate list and gathered enough background information, what's your next step? Make a decision that will either add to or subtract from your bottom line. Meeting the challenge of making a quality hire takes sound strategy from recruitment through job offer. Go back through the hiring steps that got you to this point. Compare your job description, requirements, and qualifications to the candidates you interviewed. Who meets all of these? Whose skills are in line with the basic requirements of the position? Whose personality is best suited for this position? And which candidate will be the most successful on the job? Remember to base the hiring decision on job-related criteria only.

All during the interviewing process, there are selection clues that can help you in evaluating all possible candidates, choosing the best candidate for your open job position, and extending a job offer to that individual. Once you have made your decision, you're ready to extend the offer. Applicants not chosen for the job should be sent notification that the position was filled.

### Other Products Of Interest

- [Paychex Direct Catalog](#)
- [Paychex Premier<sup>SM</sup> Human Resources](#)

## Categories of employment

The purpose of defining categories of employment is to inform employees of their employment status, working hours, and specify eligibility, if any, for fringe benefits. All employees must receive statutory benefits which are the benefits required by federal, state, or local law. Supervisors should be familiar with all categories of employment and the benefits associated with each to answer any questions.

The following definitions outline various categories of employment. To avoid discrimination problems, employers should ensure all similarly classified employees are eligible to receive the same benefits. Employment categories may include full time, part time, seasonal, and per diem employees. Other sub-categories include exempt and non-exempt.

Avoid the use of the term "temporary" employee. This implies that all other employees are "permanent" and may jeopardize the employment-at-will relationship.

- **Full-time employees**

There are no state or federal employment laws which mandate the number of hours an employee must work to be considered "full time." Full-time employees are generally eligible for fringe benefits as defined by company policy. (There are no laws which require employers to offer fringe benefits, although state or federal laws may dictate *how* certain fringe benefits must be administered, if offered.)

- **Part-time employees**

Part-time employees work a specified number of hours less than full-time employees each week and receive fringe benefits as specified by company policy. They also must receive statutory benefits.

- **Seasonal employees**

Seasonal employees are hired to perform a specific job for a specified period of time, normally less than one year. These employees are eligible for statutory benefits only, unless company policy dictates otherwise.

- **Per diem employees**

Per diem employees do not work regularly scheduled hours, but are called in to work on an as-needed basis. Per diem employees are eligible for statutory benefits only, unless company policy dictates otherwise.

- **Independent contractors**

**Note:** Independent contractors are by definition self-employed and are **not** employees. They receive compensation based on production such as sales, commissions, agreed upon amounts, or other criteria. They are responsible for paying their own taxes and are not subject to control by the employer; they can come and go as they please. Independent contractors usually receive IRS Form 1099 (instead of a federal withholding statement) from whoever engaged or purchased their services. Independent contractors must report earnings accordingly. Today, the determination of worker status as employee of independent contractor is based on a common law test which primarily focuses on the right of control.