

## **Preparing to Fill a Position**

### **Basic Questions to Ask Yourself when Preparing to Hire a New Employee**

What is the purpose of the job?

What are the essential job responsibilities involved?

What skills does someone need to carry out those essential job responsibilities?

How much education and experience is needed?

What are the physical and mental requirements to do the job?

What kind of culture does the organization have?

### **Advanced Questions to Ask before Starting the Recruiting Process**

What drives success for this job?

Are there specific ways the job must be done?

What will make someone fail?

What makes the difference between acceptable and outstanding performance in this job?

What instincts are needed to do this job well?

How flexible is the role?

Who will the person work with?

### **Questions to Ask Yourself about the Specific Candidate**

Will their personality be a good addition to the team or department?

Do they share the same values as our organization?

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