

## Hire the right employee every time *and* fire the wrong employees the right way every time!

August 8, 2016~ By: Lindsey Alsup, Human Resource Business Partner.  
Contact Lindsey today at [Lindsey@McCloskeyPartners.com](mailto:Lindsey@McCloskeyPartners.com) to discuss your Recruiting/ Human Resources needs.



**Do you have a plan that you follow and try to hire the right talent all of the time... or do you HOPE for the best when it comes to recruiting?**

**Stop HOPING you find the right talent and put a solid recruiting strategy in place... follow the same process every time you add/replace a team member.**

**Follow these simple steps, EVERY TIME you add/replace a team member.**

### **1.Pre-Qualify**

Pre-qualifying can go a long way toward narrowing down the playing field and sparing yourself a great deal of time and effort expended by speaking with the wrong candidates. Make sure the candidates you consider fulfill practical aspects of the position before you ever sit down with them. Do they have the right skill set, experience, education, soft skills/ ability to fit into your culture? If not, stop there and move on.

1. Contact McCloskey Partners, LLC today at 215-716-3035 x 0 or [services@mccloskeypartners.com](mailto:services@mccloskeypartners.com) to discuss your Recruiting strategy.

## **2. Check Compatibility**

Make sure that you find an employee that will fit in with the company's culture. Check whether the candidate has the soft skills and social skills to get along effectively with others, especially with current employees and managers. If they are unable to get along with previous managers and current employees, they are not a good fit.

## **3. Consider Carefully**

If you hire carefully, chances are you'll only have to hire sparingly. Use online screening and evaluation tools to assess the learning and analytical skills of your candidates. Don't hire because you're desperate. If you find yourself in a bind, reach out to a staffing agency, like <http://www.mccloskeypartners.com/> to fill the position while you're looking for a more permanent fix.

## **4. Standardize**

Standardize the process as much as possible to keep yourself from relying solely on your gut instincts. Make sure you ask a consistent, list of standardized questions that are asked of each candidate applying for the same position, and take the time to reach out to references. Involve multiple different employees in the company that will be working with the employee, during the interviewing phase.

## **5. Take the time necessary before you make an offer to ensure you clearly communicate the expectations of the position**

If you're not sure you're making the right decision, don't make the mistake of settling. The emotional and financial cost of hiring, firing and rehiring is worth the extra time it may take to find the right candidate.

But what if you did everything right... and still the employee **JUST DOES NOT FIT INTO YOUR TEAM AND IS NOT DOING A GOOD ENOUGH JOB...** When should you discipline and when should you terminate?

### **Considering terminating an employee...**

Terminating an employee can be costly and can put your Company at risk, so it's important to ensure that any termination is conducted carefully and correctly from start to finish.

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### **1. How much does it really cost to terminate an employee?**

It's important to consider the actual costs of employee turnover, which can set the company back financially. It's estimated that it can cost anywhere from 50% to 400% of the position's annual salary to replace the employee. Here are a few things company's "pay" for when they let an employee go:

- Loss of productivity
- Remaining staff is overworked
- Loss of experienced employee
- Interviewing costs
- Training costs

### **2. Document - did you warn the employee? Or will the termination be a surprise?**

Make sure you begin early by writing down instances of an employee's failure to meet expectations or failure to perform up to the required duties of the job.

### **3. What employers should consider before termination**

After the decision has been made to terminate, consider the following questions before moving forward:

- ✓ Is there another position in the company that the employee is better suited for?
- ✓ Does the employee fall under a protected class? Not sure what "protected classes" are? Contact us today and we can help you determine a legally compliant course of action when terminating an employee.
  - Such as, is the employee over 40?
- ✓ Are you an at-will or right-to-work state?
- ✓ Is there an applicable collective bargaining agreement or individual employment agreement?
- ✓ Will a separation agreement be provided?
- ✓ Will severance be provided? Has severance been paid in the past to other employees in similar levels within the organization?
- ✓ When will the employee be paid through and how many vacation/PTO hours were accrued/ unused as of the termination date?
- ✓ Will the company appeal any award of unemployment benefits?
- ✓ Is there confidential information to protect? Is there a non-compete agreement in place?
- ✓ Can the employee claim retaliation allegations based on their perception of any employment decisions made about them?

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#### **4. Make a clean break**

Sometimes it's important to ensure that the information and skills of one employee are successfully transferred to another staff member before their departure. But if you cannot find a way to confidently support an amiable exit, make sure the employee's access to your company and the systems therein is shut down prior to their termination.

#### **5. Preparing for the termination meeting**

Prepare a termination packet to be used as your checklist during the termination meeting with the exiting employee. Take notes during the termination meeting.

#### **6. Fire in the company of others... have a witness present (Role of the witness: take notes)**

It is recommended that you not terminate an employee without a witness. This helps protect and verify information, such as in the event the employee threatens retaliation or later makes erroneous claims about the interaction.

Hiring and terminating employees is not always an easy task. But with a solid game plan, patience, perseverance and practicality, you can successfully navigate the process and maintain the long-term staff members who fit your practice best.

If you are getting ready to add an employee to your team, or terminate a position, contact McCloskey Partners, LLC today to discuss a strategy that works for your team. Contact us at 215-716-3035 x 0 or [services@mccloskeypartners.com](mailto:services@mccloskeypartners.com)

Check us out at [www.mccloskeypartners.com](http://www.mccloskeypartners.com)

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