

1. **Location, Location, Location.** This holds true for real estate and it holds true for applicants! How long is the commute? Are you comfortable with an employee commuting 30 miles or more one way? If you are, then consider that employees with long commutes run a bigger risk of getting stuck in traffic, have higher gas and maintenance costs, and can be subject to stress over a long commute, not to mention the distance from home in case of an emergency or family gathering can be very stressful for the employee (and you!). We hear it over and over again, "I really want to be closer to home," or "the commute is really getting to me." Certainly there are exceptions, such as positions that are higher paying where factors such as gas money, lack of a good vehicle, and reliance on public transportation are not an issue.
2. **Job Titles vs. Duties Performed.** Most employers are looking for applicants who have held the same job titles as the job they are filling. So while scanning the job titles, you may also want to scan through the duties, if it is not apparent from the job title. For example, if you are seeking an Administrative Assistant for a small office, and the resume lists "Receptionist", check to see if they actually performed Administrative Assistant duties. Further, some companies have unique titles and they can be misleading so you may need to take an extra look at the duties.
3. **Job Tenure & Reasons for Leaving.** Have they job hopped? If so, the chances of them staying with you for any length of time should be questionable. If you have a short-term job, it may not matter, but if you need someone to stay for at least a couple of years, then do pay attention to how long they lasted at previous jobs. Many of them have reasons why they left, but really scrutinize those reasons. Did the company close? Did they get laid off (why them and not others?), did they change jobs a lot because they move a lot? Did they have "bad" bosses at several positions? Many red flags can come up in the area for reasons for leaving jobs and short tenure, so do not skip checking this.
4. **Gaps Between Jobs & Temp Jobs.** This can be a big red flag so be sure to ask about the gaps. You will be surprised what people tell you. You can simply ask, "Please tell me about this gap between Job A and Job B." Be prepared for answers like, "I was in Tent City for DUI", or "I traveled with my husband since I really don't need to work" or "I had a few jobs that just did not work out." Another area to consider is the applicant who lists companies where they temped as the employer. This may not be an issue until you attempt reference checking and find the company has no record of the employee. These are usually easy to spot because the tenure is typically short.
5. **Compensation/Salary.** Most job boards will show the applicant's asking pay, so watch for the pay they are seeking vs. the pay you are offering. People do not stay at jobs long, when they take jobs at a substantial pay cut and can become anxious for promotions or increases in pay, and leave when a better paying job comes along. The worst part is sometimes they come in with the attitude they took a job beneath them, and start letting everyone know. Some companies are okay hiring over qualified people if they have a short-term need, but typically the most successful placements are when placing an A applicant in an A position vs. placing an A applicant in a B position.
6. **Education.** Ask if the applicant's education matches your job requirement? If the job does not require a special certificate and you have an applicant who has performed the job, but recently obtained a degree or certificate for another field, it may be safe to assume they may not stick around once they land their ideal job using their degree or certificate. Is a particular level of education needed to advance within your organization? Are advanced degrees or certificates required for any of your positions? Answers to questions like these are unique to each company, so just make sure there is a fit with your company's position requirements and company culture.