

TOP TEN TIPS TO HIRING THE CANDIDATES YOU WANT

Before You Start

1. **Plan, plan, plan**
 - Identify the skills and qualities needed for the position
 - Decide who will interview the potential candidates
 - Create a calendar of what will happen when
2. **Find a partner in Human Resources who understands that hires for Development Professionals often require special compensation consideration**
3. **Create a clear Job Description**
 - Include the reporting structure
 - Set out the expected goals
 - Cite the experience required

At the Interview

4. **Give the interviewee your undivided attention**
5. **Make the candidate feel welcome and comfortable**
6. **Highlight the positives about your institution and the position – show your passion**
7. **Listen to his/her interests and concern and relate them to your job while at the same time probing to discover their impact at previous institutions**

Also

8. **Take the candidate to lunch or dinner – Check out table manners and social behavior**
9. **Show the candidate around the place – tours are informative**
10. **Treat the candidate as you would a donor**