

2005 – A Great New Year!

Ready to add staff? Give us a call. 303-980-1000. Medical Match is a Colorado medical staffing service, providing direct hire, contract personnel, and background searching services. For your convenience, here's a copy of the monthly newsletter which is also on-line: www.medicalmatch.net

Interviewing Tips for Employers

Interviewing is an investigative process bounded by Equal Opportunity legislation. Although education, experience, and personalities differ, laws require that the hiring process be consistent for everyone. To comply, avoid questions about marital or family status, national origin, location, sex, age, disability, or race. First, prescreen resumes for verifiable work histories, appropriate training or experience, and wage expectations. Then schedule your interview choices, and prepare questions based on the job description.

1. INFORM, PREQUALIFY

After greeting the candidate, introduce the company, the job responsibilities, work hours, overtime, wage range, benefits, and travel. You may be surprised when you ask: "Are you interested in the job, so far?"

2. INQUIRE, DOCUMENT ANSWERS

Ask *specific questions* about the *job history*: the actual skills, functions, practice size, reason for leaving jobs. Ask *open-ended questions* and note *reactions or behaviors*. "Tell me when..." "Describe how you..."

3. REVIEW, MAKE A DECISION.

Thank the candidate and specify the next steps: a call; a second meeting; a working interview; testing; background checks. Let him know when you will decide, and then follow up.

Payroll Record Retention

Internal Revenue Service standards require keeping all human resource payroll records for 4 years. The CPA "rule of thumb" is to keep records 7 years. Unfortunately, if there a problem, the IRS can request any records from *any* year. To save on storage, consider scanning or hiring a service to condense records.

Attitudes Influence Business Success

Haven't you instinctively known that people are productive in positive workplaces? Here's confirmation from authors Daniel Goleman, Richard Boyatzis, and Annie McKee in Primal Leadership: Learning to Lead with Emotional Intelligence. The book researched emotional development and applied the knowledge to the workplace. The authors place the overall "emotional resonance" responsibility on organization leaders, who set the tone in a company and influence everyone around them. They challenge leaders to begin with behavioral self-examination and self-education. Then, by identifying "emotionally toxic" factors in their companies, leaders can work toward creating cohesive, productive organizations.

When negative attitudes prevail, the office will reflect harmful gossip, dissonance, lack of co-operation, complaints, apathy, losses, mistrust, resentment, undercurrents of anger, and high employee turnover.

When positive, you will find companies with enthusiasm, cooperation, fairness, open communication, team spirit, motivation, staff stability, mental efficiency, happy customers, productivity, and shared vision.

Through tough times, these are the resilient companies. During good times, they are profitable and thriving.

New Years Quote: "No one can go back and make a brand new start, my friend, but anyone can start from here and make a brand new end." Dan Zandra