

Hire Right with This Checklist

After one severe new hire claim, you might see your work comp premium increase 20 percent over the next three years. That's why hiring a new employee is an important decision for your business. You want to make sure the employee is a good fit for the job and your company, not an added expense.

Follow these tips from Missouri Employers Mutual during the hiring process to minimize the risk of hiring a costly claim.

-  **1. Conduct an in-depth interview.** Ask the candidate open-ended questions to see what they would do in certain situations. Examples include:
 - Tell me about a time when you had a conflict with a boss or co-worker. How did you handle it?
 - What's the biggest challenge you've had to overcome in your career?
-  **2. Do a thorough background check.** Include job-related injuries, substance abuse and any safety records as part of this check. Visit www.mem-ins.com and click on services and then risk management to find out about Screen Assist, a customized, discounted background screening program.
-  **3. Verify prior employment and contact references.** Get the employers' thoughts and pay close attention to gaps in employment history.
-  **4. Administer a skill and personality test.** These tests evaluate competency and personality characteristics associated with work ethic and are one of the best ways to assess the fit between a job and a candidate.
-  **5. Make a conditional job offer and require a drug screening.** This offer should be contingent upon the employee's ability to perform the essential job functions. Post Offer Employment Testing can help.

This checklist is for informational purposes only and should not be construed as providing legal advice. No actions should be in conflict with state and federal laws.

For more information:



www.worksafecenter.com



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