



# How To Hire An Employee

South Carolina, North Carolina and Georgia are employment-at-will states. This means that you can hire or fire an employee for any reason **except** those conditions that are protected by law (such as race, gender, nationality, etc). This also allows an employee to terminate his or her employment with your company for any reason, at any time.

## Subjects You **CANNOT** Ask When Hiring an Employee

1. Race
2. Color
3. National Origin
4. Gender
5. Marital Status
6. Religion
7. Pregnancy
8. Arrests – You may ask about convictions. However, you cannot refuse to hire because of the conviction unless the conduct and job nature establish the applicant is unfit or incompetent.
9. Political Affiliation
10. Military Discharge
11. Handicaps and Disabilities
12. Workers' Comp Claims
13. How an applicant has learned to speak another language.
14. Financial Data

## Disability Questions You cannot ask questions such as:

- Have you ever been treated for any of the following diseases?
- Do you have any disabilities, which would interfere with your ability to perform the job?
- How many days were you sick last year?
- How much alcohol do you drink each week?
- What prescription drugs are you currently taking?
- Have you ever applied for and received Workers' Compensation benefits?

When interviewing an applicant you must be very cautious. However, if you are sticking to the subject of the job (and not bringing up personal issues) you should be fine. You can't ask, "Will that cane interfere with you performing the functions of the job?" Instead, you could ask, "Can you perform the functions of the job?" You wouldn't say, "With four small kids, do you think you'll be out a lot?" You could simply ask, "Can you meet the attendance requirements of the job?"

## INTERVIEWING

When interviewing an applicant for a job, remember these tips:

- 1) Always ask the same questions to each person applying for the same job.
- 2) Have a written job description for the position available. Propel HR will be glad to assist you.
- 3) Do not "wing it" in the interview. Have an outline of questions beforehand.
- 4) Do not ask non job-related questions.
- 5) Ask open-ended questions.
- 6) If possible, have another person present during the interview.
- 7) Document the interview process.

**Open ended questions help you get to know your candidate. Think of situations that your employees deal with and ask your candidate to describe how they would respond to these situations. Some possible questions may include:**

*Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?*

*Describe how you like to be managed, and the best relationship you've had with a previous boss.*

*If someone told you that you had made an error, describe how you would react and what you would say in your defense.*

*Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?*

*What would you have liked to do more of in your last position? What held you back?*

*Could you share a recent accomplishment of which you are most proud?*

Follow sound hiring procedures:

- Only take applications for positions when there is an opening.
- Always require a completed pre-application, which Propel HR can provide.
- Do not give the Propel HR employee application until after the employee is hired.
- Verify as much information as possible, especially ID.
- Check backgrounds and credit when employees have access to inventory and finances.
- Do not make guarantees. Describe the essential functions of the job.

If you have any questions concerning the hiring process, please call **Propel HR** at (864) 271-7611 or (800) 446-6567