






# 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.
-  **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](http://www.worksafecenter.com)



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