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HUMAN RESOURCE: HOW TO HIRE INFORMATION TECHNOLOGY AND INFORMATION SYSTEMS PERSONNEL

By Regina Stevens

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The IT and IS community is huge. There are many different fields in the IT and IS communities just like a state has different cities. Since IT and IS are vast, there are many different job titles, not all of them make sense and this is what makes it confusing as to what type of job to apply for and who to hire.

I will attempt to give the Human Resource (HR) folks tips on hiring IT and IS personnel, what HR should not assume, why HR should not think that a certification is a deciding factor in hiring someone, and bring to light some of the unrealistic qualifications I have seen on job boards.

First thing is to ask an existing Information Technology (IT) or Information Systems (IS) employee to review the resume! They have a better understanding on whether or not the applicant can perform the job. If you have no IT or IS employees, find a consultant in one of the two communities - try a company that has an IT or IS department.

Try to remember these simple tips:

- Ask which field within IT or IS the applicant is experienced or interested in
- Most object-oriented programmers can pick up another object-oriented programming language in no time - just like assembly language programmers can pick up another assembly language in no time
- Most graphic designers can learn another graphic software in no time
- Don't assume that a network technician can design or develop your website (or want to)
- Don't assume that a web designer or web developer can also take on network technician duties

–Don't assume that a web designer is a web developer and vice versa - although it happens often

Just because an applicant has a certification does not mean a hill of beans. A lot of time, all this means is that the applicant could afford to take the test. There are many people out there who can do the job you have available. To hire someone just because of the certification is not only decreasing your chances of finding the right applicant, but you are excluding quite a number of people who can accomplish your mission. Don't get me wrong about certifications though, these people have more than likely studied hard to get them, but still, it should not be your deciding factor in hiring someone. How many of you have hired someone because the applicant had a certification only to wish you had not done so?

I've noticed that a great deal of companies are looking for SENIORS in every field. Well, you can't go on forever getting SENIORS if you don't start hiring some ENTRY LEVEL folks. Pretty soon, these

SENIORS will have to retire, which will leave your company in a world of trouble later down the road. Don't assume that just because the applicant does not have commercial experience or just graduated from college, they do not have potential. Looking at some of the job postings, some companies are not paying enough to employ SENIORS anyway!

If someone is self-taught, why do you feel they are less likely to accomplish your company's mission? Think about it: these people have motivation and determination to reach their goals. Isn't this what you really want, someone with determination and motivation? Think about it.

Another thing, do you think you will find someone with 10 years of XP Professional experience? NOT!!! XP Pro has not existed this long!!! Do you really think that you will find someone with "no more than 2 years" of programming experience, but can program in 15 different programming languages? Whaaaa? I think you get my point. Be realistic in your qualifications - you may find more potential or qualified candidates for your open jobs.

In a nutshell, do your homework and think a bit deeper before you "don't" place that call for an interview or close the door in someone's face because they have experience, but no certification. Think about how you felt when you graduated. Think realistically before you write unrealistic job descriptions or job postings. I guarantee that if HR will keep this article in mind, it will make their jobs much easier and help some hard working unemployed folks out too.

Regina Stevens is the CEO of Keep It Simple Websites, a website design and development company. If you have any questions for her, contact her by visiting the website.

Recruiting Excellent Job Candidates

By David Leonhardt

Recruiting Excellent Job Candidates:
Six Easy Search Tips to Get the Cream of the Crop

By David Leonhardt

An independent recruiter, recruiting agency or executive search firm is charged with tracking down excellent potential candidates for available job positions. Despite the fact that there are innumerable people seeking positions of employment in the 21st century, it often seems to a typical recruiting agency that qualified men and women are few and far between.

Here are six easy tips that recruiting services, staffing firms, or executive search firms should keep in mind when on the hunt for outstanding potential job candidates in the 21st century.

These tips are equally applicable to companies undertaking their own search without the help of recruiting agency services. Indeed, the headaches associated with finding qualified personnel is magnified for a company undertaking its own recruitment efforts.

1. Post an Ad on an Industry-specific Job Board. Oftentimes, a recruiter will take a scattershot approach to finding candidates that are worthy of consideration for an available position. They broadcast far and wide the fact that a certain position is open and available, in big city newspapers and on major Internet job boards.

If a recruiting agency were more thoughtful about its recruitment efforts, it would realize the benefits of positing an announcement of an available position on an industry-specific Internet job board. By posting in a selective and admittedly limited manner, recruiters and staffing firms would be reaching out precisely to the pool of people most likely to be qualified for an open position.

One excellent tool for finding industry-specific job boards can be accessed at:

2. Use Recruiters that Specialize in a Given Field As with advertising, choosing an effective recruiter might be just a matter of targeting, particularly for a managerial or executive position. These positions can be very hard for in-house personnel directors and human resource managers. While these people do have responsibility for hiring, the search for a new employee with skills beyond the norm for their company can best be targeted by a professional executive head hunter.

The same can be said for specialized fields, such as accounting or information systems. In-house human resources staff might know all about pharmaceutical skill-sets required for a multitude of research and administration positions, but they might rarely have to deal with hiring staff to track money or to keep the computers functioning. That's when recruiting agency services specializing in IT or in accounting can come in handy.

3. Develop an In-House Referral Program. In many instances, exiting staff members can help speed up the search for quality job candidates. Employees often have contacts elsewhere within the industry, some of which may be looking for a change of employment.

By cultivating this internal resource, a personnel director can develop a wealth of ready information about prospective employees who might well serve the organization as valued employees.

4. Search Resumes Posted on Job Boards In addition to advertising on an industry specific job board, a diligent personnel director or recruiting agency will want to take the time to search and consider resumes that have been posted on job boards.

Often, a person pounding the pavement looking for employment may not have the time to take in and review all of the various available positions that have been posted on a every job board. This is even more true if a given prospect is a highly sought– after candidate, who might be still busy in a current position of responsibility.

5 .Use a Directory of Recruiters. Because there are so many different type of recruiters in business in the 21st century it can often be difficult for in–house human resources staff to pinpoint the recruiter that will be best able to meet the needs of a given employee recruitment campaign. But there are resources available, such as directories of recruiters.

One such directory is:

By using a professional directory, in–house human resources staff will be able to identify the most appropriate resources for their company and for the recruiting task at hand. Even staffing firms can benefit from such a recruiters directory to seek help in a specialized field they don't often work with.

6. Don't Rush the Process. Finally, while it is an overused saying, "Rome wasn't built in a day." In the same vein, 99 times out of 100 there is no need to rush the process of seeking, identifying and hiring a new employee, particularly an executive level employee.

A personnel director should take his or her time to identify, screen, interview and hire the best candidate. Throughout this process, a human resources manager or specialist will rely on the services and support tools identified in this article.

By using these tips, in the long run the best possible candidate for a given position will end up being hired, and the company will benefit from the best possible employees.

David Leonhardt is a freelance writer:

He wrote this article for the Online

Recruiters Directory:



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