



The opportunity to hire new workers can be an exciting time for any company, offering the potential to add someone with new skills or fill a vacated position. Before getting started, it's important to plan and prioritize safety discussions pre- and post-hire. Here are a few tips to help you prepare:

- **Be fair and consistent** – Give all prospective candidates an equal opportunity for selection. Prepare a job description documenting the essential functions and minimum qualifications.
- **Stay objective** – Evaluate all candidates based on objective criteria derived from essential job functions and individual qualifications.
- **Engage in safety dialog with open-ended questions** – Ask questions to learn how a candidate would respond in specific situations. For example: Our company works hard to prevent injuries. Please provide us with an example of how you would prioritize safety on the job.
- **Perform aptitude, personality or integrity tests** – Pre-testing can indicate a candidate's fit within a company's safety culture by obtaining baseline information on their tendencies toward certain behaviors.
- **Do your homework** – Conduct background investigations and reference checks. If you're hiring a driver, review motor vehicle records and the specific requirements for commercial driver's licenses. Note: some screenings can only be performed after a contingent job offer has been made.
- **Make final decisions carefully** – Make sure the interview team is comprised of employees from across the organization to help carefully consider all relevant experience, employment history, reference checks and education/certification confirmations before making a final decision.
- **Be respectful and professional** – Be professional and honest in communication with rejected candidates. Treat all applicants with respect so they leave the process knowing they were given a fair chance at selection.
- **Determine safety training needs in advance** – Before hire, closely evaluate the job tasks employees will handle. For example, if the job requires lifting movements – ensure safe lifting techniques, stretch and flex recommendations and ergonomic basics are included in orientation training.

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