

ORCA TALES

April 2007

"We can tell you more about them than their mother"

Volume 14 Issue 04

EMPLOYMENT SCREENING

Just because your company is small doesn't mean you can't check the basic facts of an applicant's resume

If you're a small business owner looking over the resume of a potential hiree, how often have you wondered, "How much of what I'm reading is really true?" Increasingly, many hiring experts say you're right to be skeptical. In today's more transient economy "many job-seekers have major hiccups in their professional life," notes Linda Matias, on the website resumeresource.com. "It is coming increasingly difficult for most to write their own resumes without exaggerating or flat-out lying." Earlier this year, the online resume consulting service resumedoctor.com conducted a survey of 1,100 resumes and found that nearly 43 percent of them contained at least one significant inaccuracy, while roughly one in eight resumes – 13 percent had two or more.

The trouble is, according to John Challenger, CEO of the executive outplacement firm Challenger, Gray & Christmas, roughly 85 percent of employers don't bother with investigating their potential employee's background. "To really check [job candidates] in-depth is something most companies don't have the resources to do," Challenger explained in a recent Pittsburgh Post-Gazette article.

But many HR experts warn against taking an "all or nothing" approach to checking resume information. "Just because many small companies don't have formal policies in place doesn't mean they should forego checking out potential employees," says Brad Fredericks, co-founder of resume-doctor.com. In fact, Fredericks points out that most instances of resume inflation are relatively easy to catch and require little more than some foresight and a couple of phone calls to root them out. Accordingly, Fredericks and our own experts here at Priority have compiled a few simple tips for small business owners to follow before you say, "you're hired"

*Clarify any unclear start and end dates of employment, such as "2004-2005," which could easily mean "Dec 2004-Jan 2005."

*Confirm that the information given for the last three years accurately reflects the job seeker's overall role, as described by the previous employers. But beware, because of privacy concerns, former employers may choose not to discuss performance issues or salary information over the phone, although they should have no problem providing dates of employment and job titles.

* To verify any degrees listed, simply check the school registrar's office.

* Many resumes list impressive accomplishments that were not completed solely by the job seeker, but rather as part of a

larger team. If you suspect this, start probing for detailed examples about the candidate's exact role and duties. The more vague the answers, the more likely it is that they're trying to inflate their role.

* Finally, ensure your company's in-house job application has a "verification statement" that potential hires must sign, stating that all the information they have provided is true. If after hiring them it comes to light that they lied on their resume, this signed document puts you on a much firmer legal footing when firing them. - *article from Priority Magazine*

Site Manager Wants Work in Skagit County

Objective: A long-term position, utilizing my extensive customer service skills.

Skills & Abilities:

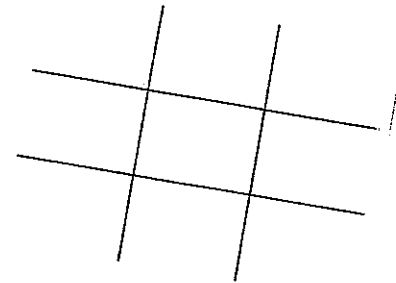
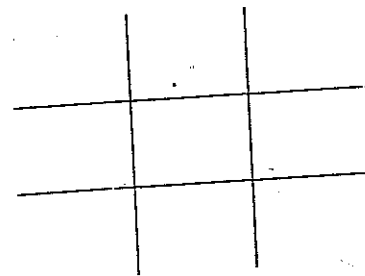
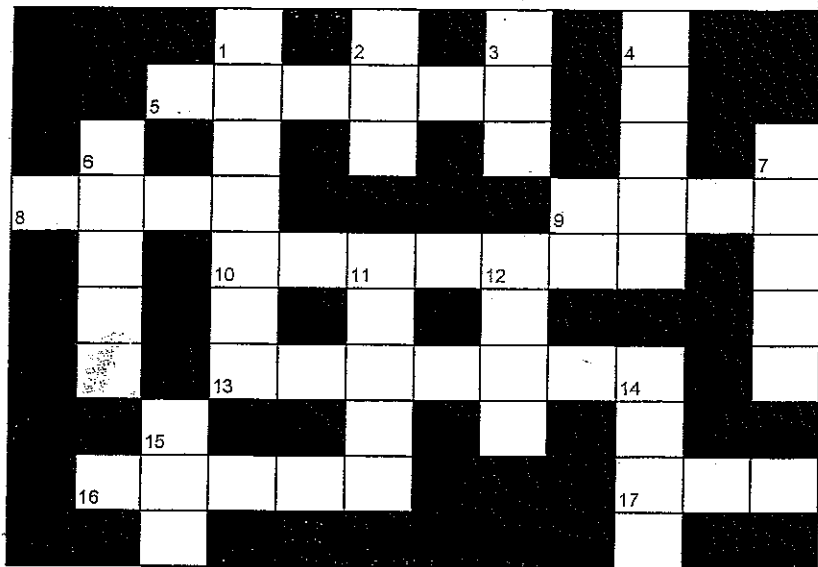
Resident Manager

- Rented apartments, collected security deposits as required and completed lease forms outlining conditions and terms of occupancy, when required.
- Investigated tenant complaints concerning malfunctions of utilities and appliances.
- Inspected vacated apartments to determine need for repairs and maintenance.
- Arranged for outside personnel to perform repairs and maintenance.
- Resolved tenant complaints concerning other tenants and visitors.
- Arranged for other services, such as trash collection, exterminating and carpet cleaning.
- Cleaned public areas of building and made minor repairs to equipment and appliances.
- On-Site manager for two properties.

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ORCA ♦ WISDOM ♦

In Shakespeare's time, mattresses were secured on bed frames by ropes. When you pulled on the ropes the mattress tightened, making the bed firmer to sleep on. Hence the phrase.... "goodnight, sleep tight."

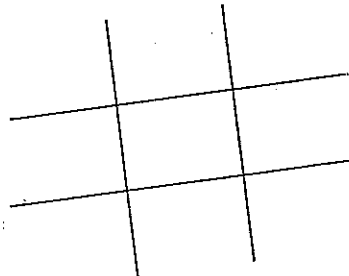


ACROSS

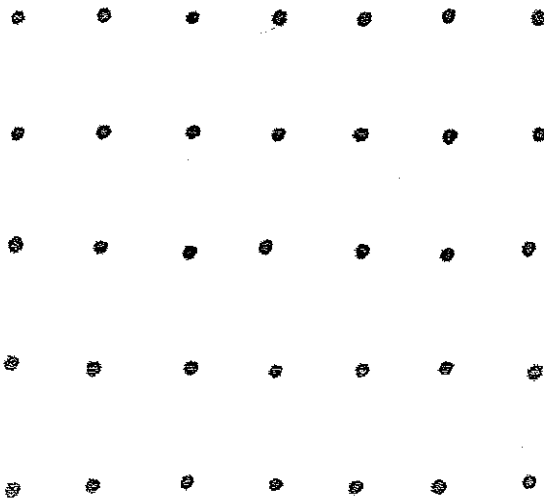
- 05. Ruin
- 08. Monthly Dues
- 09. The best Screening Co
- 10. Extra Months Rent
- 13. Terminated
- 16. Investor
- 17. Bad Check

DOWN

- 01. Late Rent
- 02. Give Due Rent
- 03. No ___ Policy
- 04. A ___ Hearing
- 06. Contract
- 07. Rental Association
- 11. Previous
- 12. Property
- 14. Turn Down
- 15. Debt



Each person takes a turn drawing a line between two dots, trying to create a box. For each box you complete, your initial goes in that box. The person with the most initials in boxes at the end wins



P E Y Q F D L O H E S U O H
 O K A V F K A D Z C W S H N
 L M L C I E P E T A C A V A
 I F T E R M P I T R G V M C
 C A R G E O L N N D J E R T
 Y S M H H B I E A I D E E I
 E L S O S U C D N L I T G Q
 M U P M U S A P E T N N A F
 P I X M T N N O T I C E N X
 L H D C O G T A W K O R A E
 O B I T J C C O X C M R M L
 Y V D R O L D N A L E U O P
 E L A H W R E L L I K C F U
 R A L E N Z G S Y J B P D D

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|-----------|-------------|---------|
| AGE | EMPLOYER | NOTICE |
| AMOUNT | EVICTS | ORCA |
| APPLICANT | HOUSEHOLD | POLICY |
| COMPLY | INCOME | SHERIFF |
| CREDIT | KILLERWHALE | TENANT |
| CURRENT | LANDLORD | TERM |
| DENIED | MANAGER | VACATE |