

# Hiring and Interview Tools Safety Brief



**Work-related injuries are often the result of poor or inadequate hiring procedures**

Develop company hiring policies and be consistent in their application.

**Essential:** Analyze and list the actual requirements for the job. Job descriptions alone do not give enough specific information to do a good job of recruiting and hiring. Have a complete understanding of what is required and what is to be done. This is key to a good hiring decision. Take the time to...