

# The Art of Hiring & Retaining Employees

## *...At Your FingerTip®*

---

### Table of Contents

Foreword

1. Preparation for Recruiting and Hiring Employees.....	2
2. Interviewing 101.....	4
3. Telephone Interviews.....	8
4. Hiring the Right Employees.....	10
5. Successful Interviewing .....	13
6. Protect Your Business.....	16
7. Decision to Hire.....	18
8. New Employees.....	19
9. How to Keep Valued Employees.....	22
10. Conclusion---Ben Franklin--- Some Advice .....	31