

# TOP 10

## Things to Look for When Hiring

This list was compiled by  
Thomas Thaman, CDM, CFPP

The following encompasses individual characteristics, skills, and topics to explore throughout the process of vetting and hiring.



### JOB STABILITY AND WORK HISTORY

One of the most important aspects on any job application is to review their work history, primarily to look for stability.



### CAREER PLAN AND GOALS

It is important for the applicant to articulate a plan. Having definitive goals and a 5-year plan is always a good sign of desired growth and learning.



### APPLICATION OF SKILLS TO A JOB

A highly qualified managerial candidate will have had training on how to develop and analyze menus, create checklists, produce financial reports, as well as skills to keep a foodservice department organized and efficient. A desirable candidate should be able to bring those useful tools to their job for immediate success.



### INSPIRATION FROM OTHERS

Any interview should include why an individual is interested in the position and who encouraged them to pursue it. Someone who is inspired would be more likely to demonstrate the same encouragement to their team.



### TEAM-BASED INSPIRATION AND MENTORSHIP

All CDMs know they are only as good as the staff they employ. Being able to inspire and motivate a team to success should be a primary focus for a manager, but also a desirable skill in any employee.



### TECHNICAL SKILLS AND CAPABILITIES

Whether it be additional culinary training, customer service skills, or improving technical competencies, a strong leader should always strive to improve their skills set.



### LEVEL OF DIRECT PATIENT OR RESIDENT INTERACTION FOR MANAGERS

A well-rounded manager does not stay in the kitchen. The patient/client experience should be a part of the day-to-day responsibilities so they regularly understand how the quality of their food and service is perceived.



### PEER AND COMMUNITY NETWORKING

In today's job market, networking is crucial, whether it be through social networks, or involvement in a professional organization like ANFP. The ability to network provides innovative approaches to process improvement, creative menu ideas, best practices, and more. Networking also provides a source for great references.



### ANNUAL STRATEGY TO FURTHER PROFESSIONAL DEVELOPMENT

Everyone should have a strategy to maintain professional development and not consider it something they "must do". A strategy for obtaining professional development would show any future employer that the candidate is committed to their personal growth and professional competence.



### INVOLVEMENT IN ANFP ON A DISTRICT, STATE, OR NATIONAL LEVEL

Professional leadership in ANFP, or a similar organization, is an added value to any application. While it may not demonstrate how well an employee may perform a job, it is one indication of their dedication to their profession.