

**Hiring is the Front Door to Your Future Success.™**

Hiring Method Review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Senior Level | Sales | Office | Entry Level |
| There is a Mission Statement – Hiring |  |  |  |  |
| Job descriptions are current  |  |  |  |  |
| Multiple people interview each candidate |  |  |  |  |
| Second interviews for the finalists |  |  |  |  |
| All candidates are vetted through the same process (no FOBs) - no friends of the boss |  |  |  |  |
| Candidates take a pre-hire assessment that measures problem solving  |  |  |  |  |
| Candidates are matched to a job benchmark |  |  |  |  |
| Manager provides strategic information about the open position PRIOR to beginning the hiring process – in writing & with a signature |  |  |  |  |
| 1. Review the current team’s talent gaps
 |  |  |  |  |
| 1. There is a clear idea of the position’s

 future needs (2-4 Yr.)  |  |  |  |  |
| 1. There is a “A” person profile for the

 position |  |  |  |  |
| 1. Clearly define the position’s biggest

 challenges |  |  |  |  |
| 1. Have developed 1, 3 and 6-month

 expectation goals for the new person |  |  |  |  |
| Your interview evaluation form includes … |  |  |  |  |
| 1. Reminders of what can and cannot be

 asked during an interview |  |  |  |  |
| 1. Includes the 4 key questions that must be

 answered for all interviews |  |  |  |  |
| 1. Which pre-hire assessment to use
 |  |  |  |  |
| 1. The strategic information developed prior

 to beginning the hiring process  |  |  |  |  |
| 1. Specific written details from the hiring

 manager on how they will help the new  person learn, grow and succeed - quickly |  |  |  |  |
| 1. The interview evaluation form includes

 signatures of all interviewers |  |  |  |  |
| Reference checks & drug tests |  |  |  |  |
| Hiring & onboarding are a TOP priority |  |  |  |  |