Description: Macintosh HD:Users:Jourdan:Desktop:Studio 2108:JOHN BISHOP:Untitled-3-02.eps

**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 |  |  |  |  |