

## FocalPoint Business Coaching



**Use this worksheet to delegate hiring to a trusted member of your team, or use it yourself as part of your hiring process.**

Remember, a person looking for a new job is on their very best behavior. We have to be able to ask insightful questions to learn what really drives them.

Be prepared to have multiple interviews, and, with multiple interviewee's if possible. This gives you the best chance of success!

Hiring someone has 2 important components. First - You are hiring someone. This is an activity you have control over. Second, they are getting hired. You have control over this as well. Most importantly, though, you also have control over their attitude about how they were hired.

Imagine that you hired people like it was a processing line at a factory. How would your new team member feel? Would they feel proud and important to be part of your team, or like a number?

Imagine now that you had a 7-step interview process, complete with multiple interviewees. Imagine that this all took place over the course of 10 days. What impression would this new team member have of your company? How would they act and behave once they were on your team?

Keep that in mind as you create your own process based on these following important guidelines.

Contact us at 1-(877) 433-6225 or [coach@focalpointcoaching.com](mailto:coach@focalpointcoaching.com)

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## How to Hire

Your business can only grow and prosper to the degree that you can find and hire the best people. Hiring is a special skill that you can master with practice. Here are some key points that you keep in mind in any hiring situation.

1. **Selection is 95% of success:** the best companies have the best people. If you hire the wrong person in the first place, it is almost impossible to build a great company.
2. **Never hire as a solution to a problem:** take your time, and only hire someone when you are convinced that he or she is a good choice.
3. **Poor hiring is very expensive:** it costs 3-6 times a person's annual salary to hire them, and then lose them.
4. **Think through the job:** the greater clarity you have before you begin the hiring process, the better decision you will make.

a. **Results expected?** Exactly what do you want the person to accomplish?

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b. **Skills required?** What demonstrable skills will he or she have to have to get those results?

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c. **Personality attributes necessary?** What kind of personality will be ideal for this job and for your company?

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5. **Write out the job description:** make a list of all the skills, qualities and personality attributes of the perfect candidate for the job, in as much detail as possible.

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6. **Cast a wide net:** contact as many different sources of job candidates that you can think of. Tell others inside and outside your company that you are looking for a particular type of person for this job.

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7. There are certain things you can do to **improve** the interviewing process:

a. **Look for achievement history-** the only real predictor of future performance in past performance in a similar job;

b. **Sense of urgency:** look for someone who is eager to start the job as soon as possible;

c. **Intelligent questions;** the more questions the candidate asks about the job, the better a choice he or she is likely to be;

d. **Rule of three:** interview at least three candidates for the job before you select one.

Interview the person you like at least three times;

Interview the candidate in three different places;

Have the candidate interviewed by at least three different

people.

Check at least three different resumes.

8. **Check resumes and references personally;** phone and ask "Would you hire this person back again?" The answer will tell you a lot.

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9. **Hire slow, fire fast:** if you realize that you have made a hiring mistake, admit it and get rid of the person quickly.
10. **Start them off right, keep them busy:** give the new person lots of work from the first day. This early experience sets the tone for the rest of the person's employment.

Good Luck!

To ensure that you are building your team as a tool to help you leverage your time and efforts, consider talking to a business coach.

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or

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