

HOW TO HIRE CHEAT SHEET

THE GOAL: TO ATTRACT AND HIRE STARS

HIRING PRINCIPLES

- ✓ The best indicator of future performance is past performance
- ✓ Find the right person; don't just settle for a good person
- ✓ Objective, data-based hiring methods work better than 'gut' based hires
- ✓ Avoid opportunities for the candidate to 'spin'

BEST PRACTICES THAT LEAD TO SUCCESS

1. Score Carding

- ✓ Building a one sentence job description and choosing key measurable results for the candidate to achieve within 12 months of hire

2. Application Form

- ✓ A written work history that provides data and saves you from performing wasted interviews

3. Three Interviews

- ✓ Screen - A quick meet and greet to determine if you want to interview
- ✓ Career - A deep look into the person's entire work history
- ✓ Reference Check - Determining what past supervisor's thought of them

4. Build Your Bench

- ✓ Always being on the lookout for outstanding people to add to your team

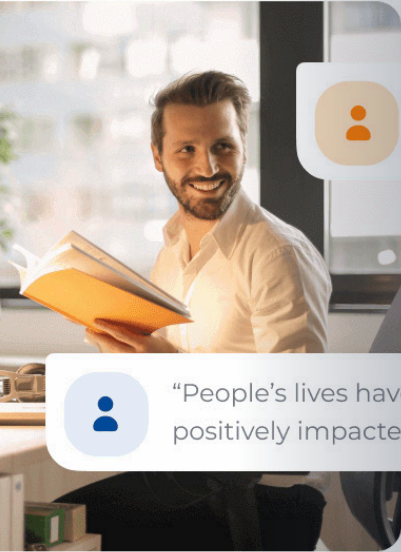
INTERVIEW QUESTIONS

Screen	Career	Reference Check
10 - 15 Minutes	60 - 90 Minutes	10 - 15 Minutes
<ul style="list-style-type: none"> ✓ What are you really good at doing? Examples? ✓ What are you not good at doing? Examples? ✓ What are your career goals? ✓ How will your last 3 bosses rate you out of 10 when we talk with them? ✓ Why us? 	<ul style="list-style-type: none"> ✓ What were you hired to accomplish? ✓ What did you accomplish? ✓ What were low points or regrets? ✓ How did you compare to your peers in performance? ✓ Why did you leave? 	<ul style="list-style-type: none"> ✓ Biggest strengths? ✓ Areas for improvement (back then)? ✓ Examples? ✓ Rating out of 10? ✓ Would you hire them back?

MASTER TIPS

- ✓ Build rapport early
- ✓ Let THEM talk
- ✓ Get curious and stop
- ✓ Push for areas of weakness
- ✓ Never criticize them
- ✓ Don't let them ramble

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"People's lives have been positively impacted."



"He has helped us build a vision-driven, energized team."

Getting People Right (GPR) is an educational website providing its students with practical education in entrepreneurial leadership.

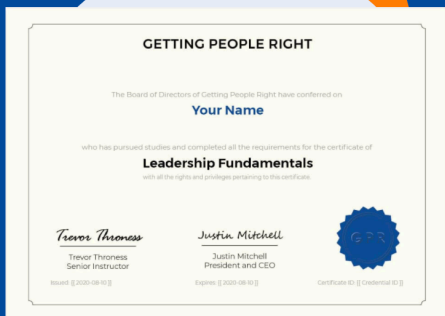
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- ✓ Dealing with under performers
- ✓ Learning the process to hire a-players
- ✓ How to fire with minimum pain and drama
- ✓ Objectively assessing your team
- ✓ Building your personal annual plan

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