

FACILITATOR GUIDE: HOW TO HIRE 'A' PLAYERS

THE FACILITATOR'S JOB:

1. To create a positive learning environment
2. To maintain the group's focus and keep them on track with course material
3. To encourage everyone to participate
4. To remain neutral, treating everyone fairly, making sure everyone has a chance to participate and encouraging everyone to engage
5. To ask the sample questions below or insert your own

LEARNING OBJECTIVES FOR THE COURSE:

1. Learn to build an organization chart
2. Understand how to make a score card
3. Learn to source potential candidates
4. Learn to use an application form to spot hiring flags
5. Learn to conduct, screen and complete in-depth interviews
6. Learn to conduct reference checks
7. Complete an onboarding plan for your new candidate

HOW TO FACILITATE THIS COURSE DISCUSSION:

Choose the modules that your team needs to review most and concentrate on them. Consider dividing this session into two parts if you want to review all of the material. Focus on a real role that your organization wants to hire for and discuss how you will use the tools to hire an A-player for it. Ask participants to bring their downloads with them to the session.

SESSION LENGTH: 60 - 90 MINUTES

Module 1 - Building the Organization Chart (10 - 20 minutes)

1. Do we have a clear organization chart?
2. Do we know who reports to whom?
3. Are there any empty roles in our organization?
4. Is it clear that we're hiring someone who fills a needed spot on the chart?

Module 2 - How to Build a Job Score Card (10 - 20 minutes)

1. What are the 3 - 5 measurable key result areas we need this person to accomplish in the first 12 months of hire?
2. Which non-negotiable competencies does the person need to possess?

Module 3 - Sourcing Candidates (15 - 20 minutes)

1. Which methods do we currently use to source candidates?
2. Which are working, which aren't?
3. How can we 'build our bench' and fill it with prospective winners?

Module 4 - Understanding an Application Form (10 - 20 minutes)

1. What do we like about using an application form?
2. Is this a tool that we can use? Does it work for us?

Module 5 - Defining a Star (10 minutes)

1. Which inferior hiring method are you most inclined to use?
 - ✓ Gut feeling?
 - ✓ Let's play pretend?
 - ✓ The Salesman?
 - ✓ The Chatterbox?

Module 6 - The Screening Interview (10 - 20 minutes)

1. How do we currently screen candidates?
2. How can we speed up the process?
3. Who will screen our next candidates?

Module 7 - The In-Depth Interview (10 - 20 minutes)

1. Who is suited to conduct an in-depth interview on our team?
2. Who can be the interviewer, and who can be the scribe?
3. How is this interview different from our current process?

Module 8 - The Reference Check (10 - 20 minutes)

1. Have you been fooled in a reference check? Has someone given a good reference for a poor employee?
2. How do we currently do reference checks, and how do they need to change for next time?

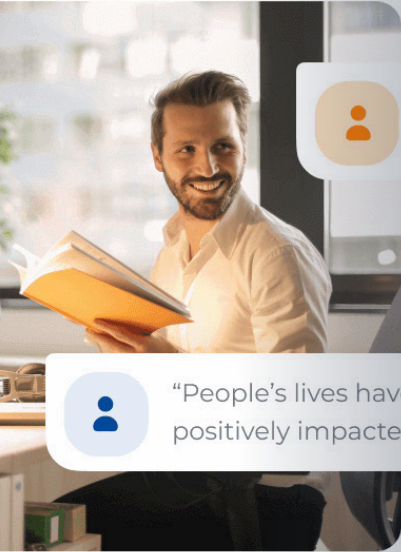
Module 9 - Basic Onboarding (10 - 20 minutes)

1. Have we had a promising employee leave us within a week or two? Why did they go?
2. What is our onboarding plan for our next hire?
 - ✓ Who will be their 'buddy'?
 - ✓ Who will make sure they have all work tools?
 - ✓ Who will introduce them to the team?
 - ✓ Who will build their 30/60/90 day plan?

Wrap-Up

1. Any other questions/comments?
2. Discuss which course is next, when it will be completed and the date/time of our next meeting.

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"People's lives have been positively impacted."



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

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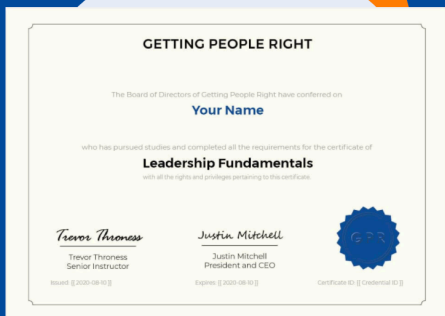
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- ✓ Dealing with under performers
- ✓ Learning the process to hire a-players
- ✓ How to fire with minimum pain and drama
- ✓ Objectively assessing your team
- ✓ Building your personal annual plan

Start Learning Today