

How to Hire Right the 1st Time



Kathleen Rich-New

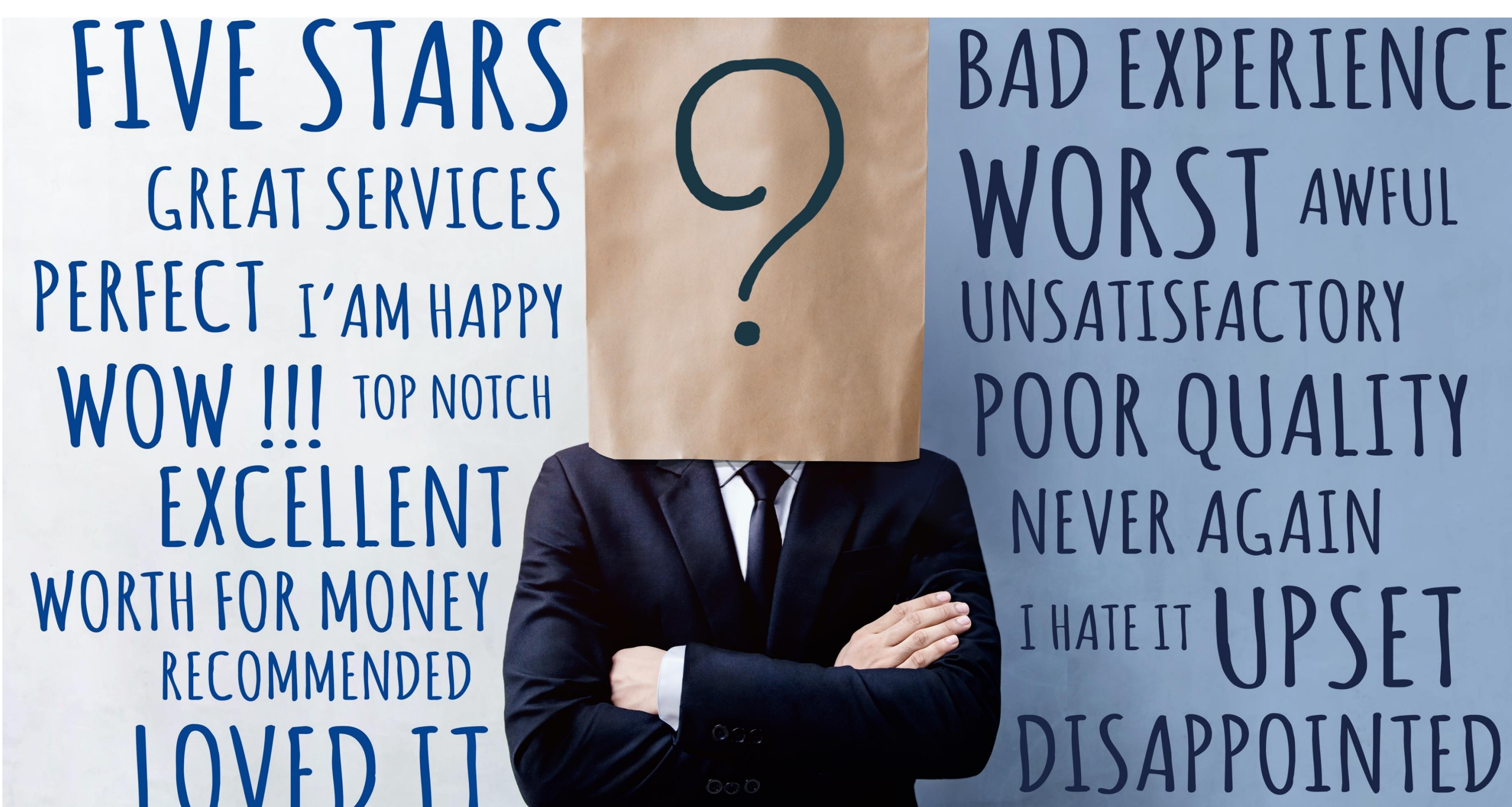
CLARITY WORKS

CONSULTING

WHY ARE BAD HIRES SO EXPENSIVE?

TIME

How long until you knew it was a bad hire?



CUSTOMERS

How quickly will they become unhappy and leave?

PEERS

Stress increases and productivity decreases because of extra work.



CULTURE

Confusion, conflict, and crisis.

WHAT ELSE HAPPENS WITH BAD HIRES?

US NEWS AND WORLD REPORT

*50% of a manager's time is spent
resolving people problems.*



GALLUP ORGANIZATION RESEARCH

*70% of workers are disengaged (actively
working against the company or sleep walking
through the day)*



BIG PICTURE ON HIRING

— The time you spend and energy you focus will depend on the importance of the job.

— Higher levels and critical jobs are more complex and will require more time and resources

— In reality – no one makes the right hire every time, however there are some who constantly make bad hires – get them help.

STEP ONE – DEFINE THE WORK TO BE DONE



Determine the results you expect

- Measurable
- Controllable



Identify what they will be accountable for

- Outbound sales
- Customer complaints
- Accuracy
- Research
- Managing projects



Establish what is needed:

- Skills
- Knowledge
- Abilities
- Attitude
- Competencies

STEP TWO – THE SELECTION PROCESS



✓ ***How the hiring decision will be made...***

One person? Group decision?
Majority or Unanimous vote?
Veto rights?

✓ ***Who will be involved in the interview process ...***

- Evaluate their technical skills
- Evaluate their soft skills

✓ ***Who will oversee the hiring project...***

✓ ***Single point of contact for candidate questions and follow up is essential...***

STEP THREE – HOW YOU WILL RECRUIT CANDIDATES???



- *Linked In*
- *Monster*
- *Indeed*
- *Employee Referrals*
- *Job Fairs*
- *Calling Contacts*
- *Vendor Referrals,*
- *Customer Referrals,*
- *Former Employees*
- *Job Boards*



MONSTER



STEP FOUR – DEVELOP QUESTIONS AND PROCESS

*Develop core questions to ask all
candidates*

*Screening interviews: phone call,
Facetime/Zoom, in person at business or
coffee shop*

*Ask for examples of how they handled
issues in the past*

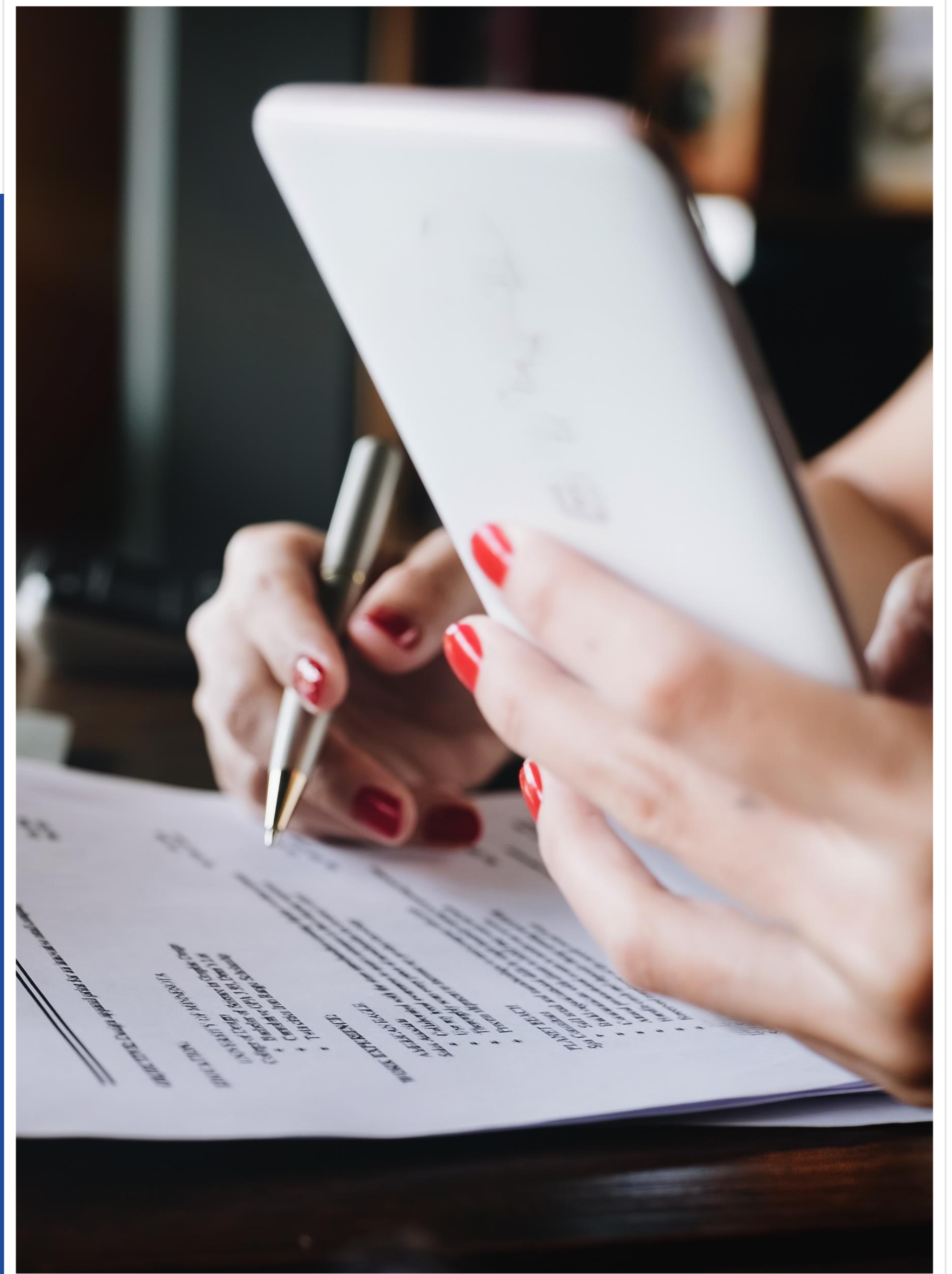


You are hiring the whole person –
skills can be taught, attitude can't



STEP FIVE – ADVANCING THE CANDIDATE

- *Realistic job preview: What is it like to work there? What is the job really like day to day?*
- *Review their social media profiles*
- *Have them meet those they will work with and get feedback*
- *Conduct reference checks from past bosses, peers and customers.
Look for patterns of why they left, how they viewed their bosses*



“

Critical: Use assessments to determine how they get things done and what will motivate them to take action. They give you a user's guide before you hire.

”

STEP SIX – TIME TO WOO AND COO

***Get them excited about the
job and the culture***



***Probe for their questions
and concerns***



**“ Like dating –
this needs to be of interest both ways. ”**

STEP 7 – ONBOARDING



“

When you make the right hire – you
spend your time focusing on
business.

”

**Set written expectations for the first
30/60/90 days**

**Give them a buddy or go-to person to
help with
problems or questions**

**Schedule regular update meetings for
the first day
and week for feedback both ways**

LOOKING FOR HELP TO HIRE THE RIGHT PERSON THE 1ST TIME?



[Click Here for More Info](#)

CONTACT

Providing you consulting or hands-on assistance to determine what you need done, how to find qualified candidates, determine the best matches, and how to get them to accept your offer with enthusiasm!

**Do you have a plan to keep your top talent?
Call me - 321-223-1032**

HOW TO ACCOMPLISH MORE WITH THE STAFF YOU HAVE

Hire Right the 1st Time

Reduce Conflict

Retain Top Talent

Enhance Team Effectiveness

[*Click Here for More Info*](#)

Call Kathleen Now – 321-223-1032

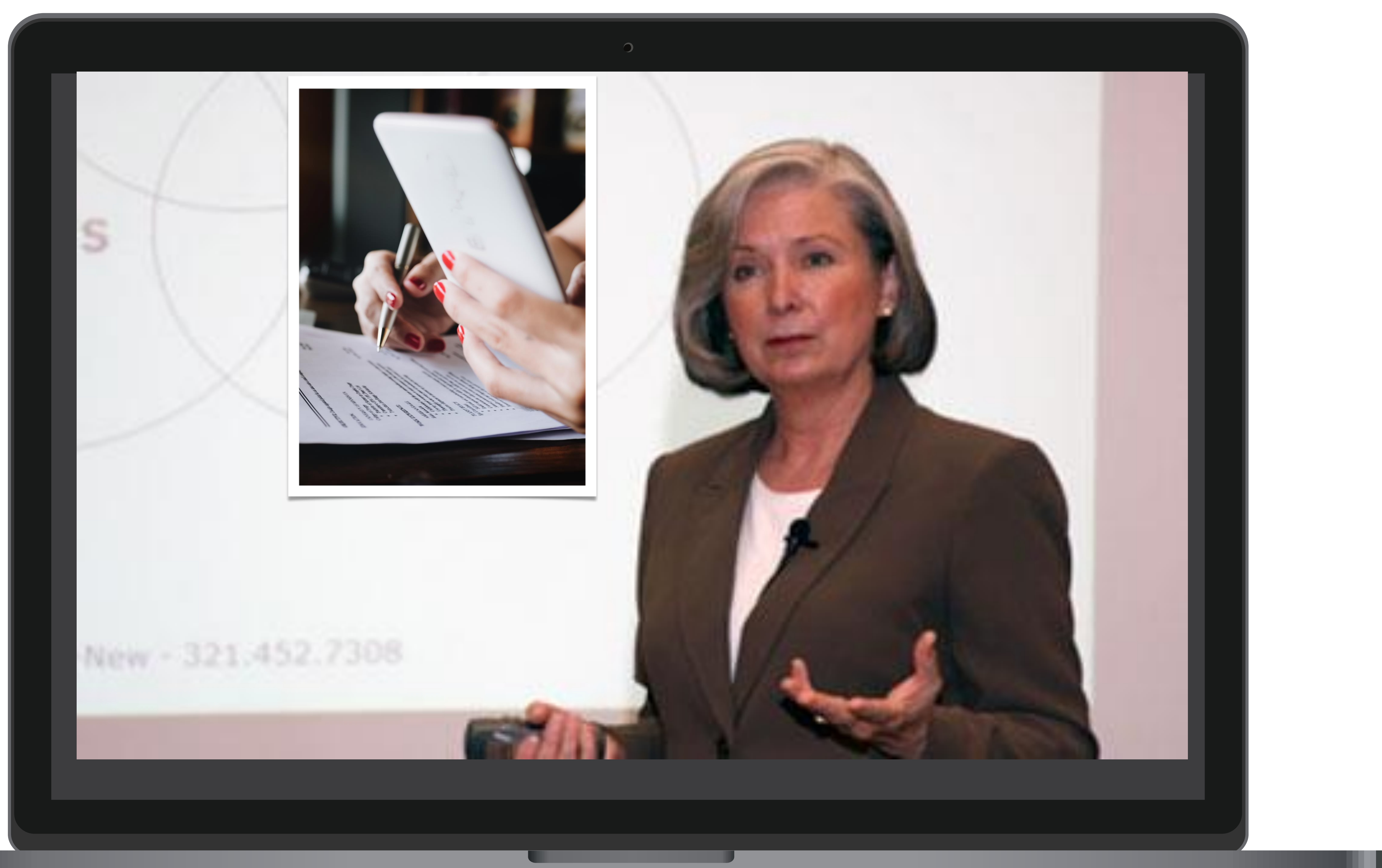
CLARITY WORKS

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