

HIRE THE BEST TEAM

4 HOURS

RECRUITMENT

STRATEGY

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A step by step guide

Remember this: if you don't change the system or process of hiring that you've been using thus far, then you'll simply get more of what you've already got.

This may be a new way of hiring for your company.

Here's a proven recruiting and induction system based on the following principles:

- Attract a large pool of applicants and you're more likely to get the right person.
- Implement multiple levels of screening and you'll waste less time in lengthy interviews with under-qualified candidates.
- Observe a short list of applicants perform the essentials of the position in real time and you're less likely to be surprised on their first day.
- Assess your short list of applicants to make sure that you're making an appropriate match.

The 4 hours method together step by step:

1ST HOURS:

Generate leads for position

Develop job description for your ads and include:

- Background of your company: mission, purpose, values, company culture
- Roles, responsibilities, tasks, duties, skills required
- Contract and pay range(casual, full-time, part-time etc)
- Bonus, career vision and benefit

2ND HOURS:

Publish the job and start networking

- Look within organisation first, is there anyone you could promote?
- Referrals: ask your employees if they know someone who could be a good fit
- Post sign in your door/window
- Send a newsletter to your database with the job adv
- Utilise a recruiter/headhunter
- Networking - “every conversation is an interview”
- Publish your adv on the job platform.

3RD HOURS:

Start screening your leads

- Analyse the application you received considering the skills set but most of all behaviour and personality
- Develop a short list of candidates
- Arrange a first short round of interviews
- Identity the most suitable candidates:
- Include existing team members in review of candidate performance
- If doable, ask the selected candidates to do a quick skills set test.

4TH HOURS:

Complete your recruitment process and hire the right candidate.

- Interview the selected candidates and review their assessments
- Develop questions their past jobs, future plan, personality and behaviour.
- Make the same questions to each candidate
- Rate the response
- Select the best candidates for final stage
- Complete HR assessment
- Negotiate salary and make offer
- Complete the hiring contract

Action
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