

HIRE WITH CONFIDENCE™ CHECKLIST

STEP 1: CREATE A POSITION PROFILE

A Position Profile is an enhanced job description. It:

- Attracts the right candidates and repels the wrong ones
- Communicates your culture and core values
- Creates buy-in from your team
- Brings in a large candidate pool

TIP: Be sure to list your Core Values as part of the Position Profile!

STEP 2: EVALUATE THE CANDIDATES

Identify applicants who:

- Meet the job requirements
- Align with your culture and core values
- Have ambition
- Have a salary expectation that aligns with your budget

TIP: Use an applicant tracking system to save you time on this step!

STEP 3: USE OBJECTIVE VETTING TOOLS

Evaluate candidates through multiple touch points, including a:

- Resume Scoring Guide
- Behavioral Interview
- Personality & Mental Aptitude Assessment

TIP: Use an online behavioral assessment that also includes mental aptitude components, this indicates how quick they will on-board

STEP 4: PREPARE FOR INTERVIEW DAY

Rally your interview team and ensure they:

- Review the Position Profile to recall the ideal candidate
- Interview for your core values
- Use a candidate rating form

TIP: Have an employee serve as “host” to be sure interviews run on schedule

STEP 5: ON-BOARD FOR SUCCESS

Set a plan for the first 30 days. Be sure to:

- Make an itinerary for the first 1-2 weeks
- Hold weekly check-ins with hiring manager
- Conduct a side by side review of Hiring Assessment (hiring manager + new hire)

TIP: Have your visionary meet with new hire to tell the core value story

