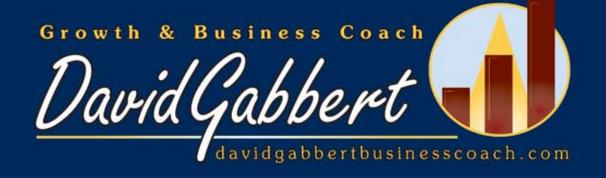
DEVELOP YOUR PERSONALIZED ACTION PLAN TODAY



Hire The Right People

WORKBOOK



WIN AT BIZ® WORKBOOK

HIRE THE RIGHT PEOPLE

A TEN E-BOOK SERIES

AUTHOR DAVID GABBERT

Publisher Gabbert Development Inc. 7605 Equitable Dr. Eden Prairie, MN 55344

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Line editing by Sue Ericson Ensign Comprehensive editing by Sarah Cypher, Three Penny Editor Interior design © Joel Adams Cover design © Joel Adams

Action Step Workbook: Develop an Effective Hiring Process

1. Develop and complete a job description form, similar to the example below, for any

	open position. (Refer to ideas offer	red in this e-book.)			
	Job title:				
	Performance outcomes:				
2.	Develop and complete a qualificate below, for any open position. (Reference)	ion of success factors form, similar to the one er to ideas offered in this e-book)			
	Job titles:				
	Technical skills and knowledge:				
	Performance skills:				
	Motivational work environment:				
3.	Now develop a list of questions for	r each qualifying success factor for that position.			
	a. First, make a list of traditional	and situational questions to open the interview.			

b.	List a qualifying success factor for the open position:				
c.	List at least one behavioral question:				
d.	Continue to list the other qualifying success factors and corresponding questions.				
The	velop a list of questions to use in your pre-screening telephone conversations. see questions should be screening for the key qualifying success factors for which are searching.				

4.

interview. (Refer to the ideas offered in t				
a				
b				
с				
d				
e				
. Develop a rating chart for the open posit	ion. (See sampl	e in Exhibit	D.	
Ratin	g Chart			
For simplification we have listed on	ly one success	factor for ea	ch category	
Applicants name:				
Job position:				
Talents:	Rating			
	1	2	3	
Technical skills and knowledge:				
	1	2	3	
Performance skills:				
	1	2	3	
Motivational work environment				
	1	2	3	
Rating #1: Strong likelihood candidate poss Rating #2: Possibly possesses success facto Rating #3: Does not possess success factor	ors		c examples)	
	ffective at colle	cting inforn	nation from	
Develop a list of questions that will be exprevious supervisors. (Refer to ideas in the				
Develop a list of questions that will be exprevious supervisors. (Refer to ideas in the supervisors)				

8.	Make a list of additional information you would like to collect about the applicant that is not requested on a standard application form. From that list develop your own personalized forms for the applicant to complete.
9.	Develop a list of ideas or points that you would like to include in an informational packet about the company. This packet can become one of your pre-screening tools and also a time saving introduction tool prior to an interview.

About the Author

David Gabbert

Entrepreneur, business mentor and growth coach, David Gabbert helps business professionals, business owners, new startups, and students learn how to win at business. Self employed for forty-seven years, founder and owner of four million-dollar-plus businesses, and author of ten Win at Biz® business books, Dave offers free business articles about a variety of proven business strategies which compose the basic building blocks of starting and operating a successful business.

Free monthly e-zine subscriptions are available: www.davidgabbertbusinesscoach.com

We welcome your comments and questions: david@winatbiznow.com

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Book 1: Build a Successful Business Model

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Book 3: Initiate Effective Financial Management Tools

Book 4: Develop Efficient Business Processes

Book 5: Hire the Right People

Book 6: Train for Productivity

Book 7: Motivate Your Employees

Book 8: Build a Successful Sales Organization

Book 9: Develop Effective Speaking and Listening Skills

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