

DEVELOP YOUR PERSONALIZED
ACTION PLAN TODAY

WIN @ BIZ[®]

Hire The
Right People

WORKBOOK

Growth & Business Coach

David Gabbert



davidgabbertbusinesscoach.com

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

Copyright © 2003, 2010 by David Gabbert

All Rights Reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the author.

Win at Biz® is a registered trademark.

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 offered in this e-book.)

Job title: _____

Purpose: _____

Job duties: _____

Performance outcomes: _____

2. Develop and complete a qualification of success factors form, similar to the one below, for any open position. (Refer to ideas offered in this e-book)

Job titles: _____

Talents: _____

Technical skills and knowledge: _____

Performance skills: _____

Motivational work environment: _____

3. Now develop a list of questions for 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.

4. Develop a list of questions to use in your pre-screening telephone conversations. These questions should be screening for the key qualifying success factors for which you are searching.

5. Develop an interview outline that can be used to conduct an effective and productive interview. (Refer to the ideas offered in this e-book.)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Develop a rating chart for the open position. (See sample in Exhibit D.)

Rating Chart			
For simplification we have listed only one success factor for each category			
<i>Applicants name:</i>			
<i>Job position:</i>			
<i>Talents:</i>		Rating	
_____	1	2	3
<i>Technical skills and knowledge:</i>			
_____	1	2	3
<i>Performance skills:</i>			
_____	1	2	3
<i>Motivational work environment</i>			
_____	1	2	3
<i>Rating #1: Strong likelihood candidate possesses success factors</i>			
<i>Rating #2: Possibly possesses success factors</i>			
<i>Rating #3: Does not possess success factors (could not provide specific examples)</i>			

7. Develop a list of questions that will be effective at collecting information from previous supervisors. (Refer to ideas in this e-book.)

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

Win at Biz E-book and Workbook Series

- Book 1: Build a Successful Business Model
- Book 2: Develop Successful Marketing Strategies
- 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
- Book 10: Develop Successful Leadership Skills

Bonus Materials

Free with your Purchase of Book 1

- “If I Knew Then...”: Case Studies That Could Save Your Business
 - ✓ Developed from interviews with entrepreneurs who have founded businesses in the real world

Free with any Purchase

- A Calendar of Successful Thoughts
- Plus your Action Step Workbook, included with every e-book!