

Hire Smart

The No-Nonsense Approach to Hiring the Right Person

Accelerating Excellence with Del Gilbert

Podcast Episode #58 - Resource Guide

"The first thing great companies do is get the right people on the bus."

-Jim Collins, Author of Good to Great

1. DEVELOP A JOB PROFILE

- Clearly define
 - The purpose of the job.
 - The expected outcomes.
 - Essential qualities for job, team, and organizational fit.

2. PHONE SCREENING

- Purpose: To screen out unsuitable candidates in a minimum of time.
- Develop 5 – 7 phone screening key questions. (Listen to podcast for recommended questions.)

3. THE JOB HISTORY INTERVIEW

- Purpose: To understand the candidate's career story and pattern.
- Have two interviewers.
- Systematically go through the candidate's job history beginning from earliest to most recent.
- Ask the same key questions about each job. (Listen to podcast for recommended questions.)

4. THE CULTURE FIT INTERVIEW

- Purpose:
 - To assess whether the candidate possesses the essential qualities and skills to be a positive, contributing member of the company.
 - To allow several other team members to observe and interact with the candidate.

5. ASSESSING THE CANDIDATE

- Have a systematic way of collecting feedback from all interviewers.
- Fill out a Candidate Evaluation Form before discussing to avoid bias and groupthink.

6. THE REFERENCE CHECK

- Ask the candidate to set up a telephone conversation with former bosses and key associates.
- Don't settle for just the references that the candidate supplies.
- A strong candidate will most likely be eager to have you speak with previous bosses.

*Much of this content is adapted from the book **Topgrading** by Brad Smart.*
