HIRING & RETAINING WORKSHEET

STRATEGIES

- Know your company's values.
- Ask better questions to find the right person for the right role.
- Know what hard and soft skills this position requires. Identify which skills can be taught and which they need to come with.
- References are a place to really learn about your candidate and how others view them. Ask them the right questions.
- Do your company values align with those of the candidate?

1. Look at the job roles and responsibilities you are tasked with hiring. What skills can you settle on not seeing in candidates and what are those that are non-negotiable? For example, you can teach someone new software but teaching the desire to provide excellent customer services is more challenging.

2. Sit down with your current team members and ask them what they see as the most important roles and tasks in their jobs. Ask them what personality would be best to fill the role. Use their insight to help you create an ideal candidate.

3. What are your main interview questions? Do they get you the answers that align to help you find the right candidate? How? If not, how can you change it to get you answers that help you hire effectively?

"Hiring the right people takes time, the right questions, and a healthy dose of curiosity."

— Richard Branson