

In this report, there are 35 tips for you to complete so you can shine and rise to the TOP as an employer when interviewing for your ideal team members. Consistently doing ALL 35 of these tips will help you attract and hire Leading Candidates. Follow these important steps so you land the top talent you want, need, and deserve.

- 1. Schedule dedicated time.** If you are not focused on your candidate hiring, onboarding, and training processes then time will pass and you will miss out on quality candidates because you did not take action. If this is a priority then set time aside for it just like you do for working out, traveling, etc.
- 2. Determine Business needs.** Identify your goals and how adding to your team will help your goals. Then look at process flows and gaps that a resource can help fill. This will help determine what work they can complete and what experience and abilities you require from potential candidates.
- 3. Determine skills needed.** Knowing which skill sets you need for the job is imperative in your candidate search process and that requires you completing a thorough inventory of skills needed. This helps identify which candidates are qualified and which resources you could offer opportunities to expand their skills.
- 4. Identify skill set growth opportunities.** You have to provide opportunities for employees to continue to grow their skill sets in order for them to want to stay. There are various ways you can offer skill building opportunities for your employees. Remember people need to grow and evolve to feel fulfilled.
- 5. Identify career path trajectory.** Candidates need to know that there is a long-term growth path for their career which entices them to stay longer. If there isn't a career path then employees will leave and take the experience they gain at your business to another company that offers them growth longevity.
- 6. Research job descriptions and job postings.** How do you know what's out there if you don't do your research? You have to be competitive in the job market or your candidates will go to other employers. Identify titles and words that candidates are searching under for the job you are offering.
- 7. Leverage and modify competitor job descriptions and finalize.** Find industry job descriptions that you like then edit them to match the work your employee will complete. You may need multiple job descriptions to create the overall job description that is representative of your company, culture, and environment.
- 8. Identify will train, preferred, and required skills and experience for the job.** Consider skills and experience that are required vs. preferred for your posting. Required skills limit applicant pools whereas preferred skills expand applicant pools. Note that some skills can be obtained through on the job training.
- 9. Leverage and modify competitor job postings and finalize.** Find competitor job postings that you like then edit them to match your style, language, and offering. You may need multiple job postings to create your overall job posting that is representative of your company, culture, and environment.
- 10. Determine employment classification.** You must know which employment classification works for you and your company otherwise you end up with applicants that don't fit your needs or their own needs. Will you offer full time, part time, contract, independent contractor, temporary, on-call, or volunteer employment?

- 11. Finalize job location – office, remote, hybrid.** It's integral to know your professional location preferences. You need to identify location options you can offer plus determine where our employee will be most productive to reach your business goals (e.g., in an office setting, at home, part in office & part at home).
- 12. Determine travel requirements.** Will there be a need for candidates to travel for the job? If so, how much travel and will you pay for travel expenses? You may want to consider this requirement and if an increase in the pay scale range is needed. Travel should also be documented in your expense policies.
- 13. Finalize pay range, pay raise opportunities, and career path pay ranges.** You have to know what you can afford and what compensation you can offer. This is important to not only support your bottom line but to ensure your pay is competitive and offers financial growth opportunities for your employees so they stay.
- 14. Identify benefit offerings.** Benefits are important to employees, so you need to make sure you are competitive in the market. You have to know what you can afford and what benefits you can offer. This is important to not only support your bottom line but to help retain your employees in the long run.
- 15. Compare and select online job search engines then list your job posting.** Compare and choose your job search sites, sign up, post your job, and set up notifications to be sent to you. Leveraging job search sites enables you to save time by having them do the qualifying while you peruse the results.
- 16. Identify & contact possible recruiters you want to work with.** Relying solely on online options and referrals is not in your best interest. If you can work with a recruiter and their fee works for your budget, you may want to consider it. Recruiters can help identify qualified candidates quickly for you.
- 17. Determine interview process.** Will you require a questionnaire with the resume and application submission? How many interviews will candidates go through? Who will participate in the interviews? How will you rank and determine the top candidates? Decide then streamline the process for faster hiring.
- 18. Develop list of interview questions.** Your interview questions should be situational and lead candidates to describe scenarios that occur at your business. Check that the candidate is a fit by confirming they match to your goals, performance needs, and bring skill sets that expand your team dynamics.
- 19. Discuss and compile expected/wanted/acceptable interview responses.** The applicant's responses to the interview questions should align with your mission, customer practices, philosophies, and service guidelines. It's important that applicants align with your company culture, environment, and team.
- 20. Review resumes/cover letters.** Look for results-oriented resumes with experience consistent with your posting, explainable gaps in employment, and possible contributions to expand your team's skill sets. The applicant should demonstrate strong interest and initiative. Look for strong written communication skills.
- 21. Schedule interviews.** Set dedicated time aside for interviewing and ensure there is ample time after to determine if the applicant will proceed further in the process. Schedule interviews quickly after identifying potential candidates – the market is still tight in some industries – your responsiveness is paramount.
- 22. Set up professional interview space.** Your interview space needs to be ready to go at all times. If your environment doesn't look inviting then no one is going to want to join your team. Remember they're expecting a professional and personable environment. Be prepared, organized, and ready!
- 23. Schedule second/third/panel interviews.** Just as you scheduled the initial interview quickly, do the same with any follow-up interviews. You do not want to have a long, drawn-out interview process or you will lose the applicant. Hiring is a priority and make sure the candidate feels like they are a priority too.

- 24. Review and verify applications.** Confirm that the top applicant(s) work history is accurate including title, start/end dates, and any other information previous employers are willing to provide that is applicable to their performance. You want to trust but verify – last thing you want is to hire someone who isn't honest.
- 25. Call and verify references.** Contacting references is important because they will often tell you more than a previous employer. Make sure your questions relate to performance and are open-ended so the reference speaks freely. Remember that the reference is like a testimonial – they were chosen to “sell” the applicant.
- 26. Complete drug testing (if applicable).** In some industries it's standard to complete a drug test. If this is required, this needs to be listed in the job posting to ensure qualified applicants apply. Last thing you want is for someone to get through the process and not pass a drug test thus wasting everyone's time.
- 27. Prioritize your “extras” for negotiating.** There are so many items that can be negotiated prior to acceptance of a position. You need to identify your priorities and be prepared to negotiate at the time an offer is made – or shortly thereafter. This is another area I help clients navigate through in the process.
- 28. Schedule start date.** Make sure you know your “needed no later than” start date before offering the position. Remember, you want to secure the candidate start date and make a great first impression, too. You also want them rested, ready, and energized when they start so they are successful from the start.
- 29. Extend and finalize offer to Top Candidate.** Once you've made your decision to offer the position – you can do that verbally. If you want to send a “Welcome your start date is” letter you can do that – it's a nice touch, but it's not required. It's time to celebrate as you've reached your goal!
- 30. Remove job posting.** Once the employee has started, remove the job posting. Keep the posting material on file in case you should need to repost the position in the future.
- 31. If you worked with a recruiter – thank recruiter for assistance and post a recommendation.** Closing the loop on an engagement with a recruiter is important – they went to bat for you. Showing appreciation and posting a recommendation helps them remember you in the future should you need their services again.
- 32. Develop procedures and training material.** Employees need to be trained in order to feel like they can be successful. Develop procedures and training materials that new hires can follow in the event you are busy or out of office. Schedule training sessions to ensure they learn, gain experience, and build confidence.
- 33. Set up access and work area (if onsite).** Employees need to have a space to work, access into the location and access to applicable applications or equipment. Get this handled ahead of time or you'll be wasting precious time for your new hire and provide a disorganized experience which is not a great impression.
- 34. Develop new hire packet, on board, and set expectations.** Have any paperwork ready for them to fill out, set them up for pay and applicable benefits, and make them aware of company policies and expectations. Set your employee up for success and make a positive impression – it's a win-win for everyone!
- 35. Schedule and complete 30-day, 90-day, 6-month, and annual reviews; determine if PIP, pay raise, promotion.** Place these on the calendar in advance to set expectations for the first year of evaluations. Providing feedback should be on-going, measurable, attainable, and reasonable. This also provides opportunities for Performance Improvement Plans, pay increases, and promotions if warranted.

What Should You Do Next?

Now you need to talk to me because I guarantee you aren't doing all of these important steps well and you might need resources to help build these skill sets or to get the right "words" when working with employees. *99.9% of every client that I've helped have said that the words that I give them are the secret magic sauce.*

You might try and figure this stuff out yourself but when's the last time you hired an employee?

And when's the last time you actually had to land the candidate that you really wanted?

Times have changed and you've got to have the right language otherwise you're going to miss out.

So, book a call with me and get the results you want faster!

[BOOK A CALL HERE](#)

You can also schedule a call via my:

- ✓ Website: www.ShiningOutcomes.com
- ✓ Cell: (208) 610-1750
- ✓ Email: Shawna@ShiningOutcomes.com

"I think Shawna asks really good leading questions. She utilizes Cognitive Coaching approaches to help you (the client) pull what is the most important to discuss and she keeps you focused on the end product. I figured out what I needed based upon the questions she asked. Shawna's coaching process is effective for improving time management and really cuts your time in half as she helps you organize your thoughts – and well – time is money. Shawna takes it to the next level and then to the next step so you can produce the next result. She hyper focuses on the most urgent items and I greatly appreciated it.

Thank you, Shawna, I highly recommend you and your services."

LEHUA, SCHOOL PRINCIPAL, HAWAII

Meet Shawna

For decades, Shawna has helped people find their confidence, identify what they bring to the table, improve their self-sales skills, polish their interview competencies, plan their career trajectory, and more. She is a masterful Interview, Career, & Life Coach that helps you strategize your overall career options, dreams, and goals so you can truly live the life you love.

Shawna has over 30+ years in Corporate America working in for-profit and non-profit organizations across the Auto, Education, Health Care, and Financial industries in roles from HR, Recruiting, Management, Operations, IT, Sales, Marketing, Program/Project Management, QA/QI, Analysis, Training, and Coaching. Throughout her career she's interviewed tons of candidates, built and managed large teams, ran large program/project teams, promoted many team members, and helped people land the jobs they want. It's time you focused on what you want, need, and deserve.

