

Are You Hiring "Right?"

Dear Small Business Owner:

Do you have trouble finding and keeping the "right" employees in the "right" positions? Do you put off dealing with employee issues that come up regularly? Unfortunately, 67% of all employees are misplaced--- in the wrong company or the wrong job.

While there is no easy answer to having a perfect team of employees, here are some tips to keep in mind as you go through the hiring and retaining process.

Clearly Describe the Position You are Hiring



You should have in writing the basic job requirements (skills, responsibilities, experience, education) of each position you have open. You should also state how the position will be measured, how it fits into the organization, how the person will spend their time, and what the goals of the position are. This information should be given to all candidates and should also be the basis for creating interview questions and ratings of candidates.

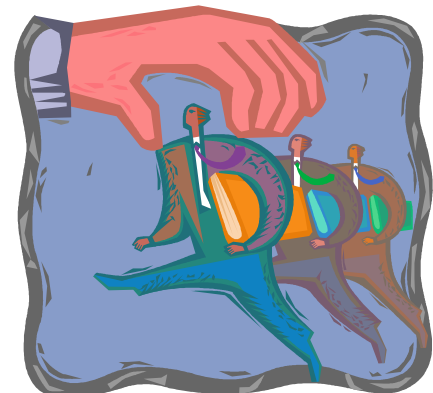
The written position requirements should be weighted based on their priority to the company. Is experience more important than industry knowledge? Is cultural fit more important than education?

You can train someone to learn a new skill; you can't train a good attitude or work ethic. Each company has a culture. Make sure to include assessing whether a candidate will fit into your existing culture.

Have a Clear Hiring Process

Everyone involved internally and all candidates should know what the steps are to be hired. A written, scored evaluation that is filled out at the completion of each interview is a crucial part of the process. This should be developed from the criteria in #1 above.

Remember the rule of 3's in interviewing. Interview 3 candidates for each position. Have each candidate interviewed by 3 people in the company. Check 3 references of the final candidates.



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I strongly recommend having a 3rd party behavioral and skill assessment done on top candidates. While these may cost a couple hundred dollars and take some extra time, they will save hours of re-hiring time and expense later. I have several assessments I recommend.

Develop Your Employees



Once people are in your company, it is YOUR job to keep them! The best way to do this is to clearly define job duties and goals. This should be easy since it's already been done for the interviewing process! People will need to be trained. They'll need to be given feedback. They'll need to know how they can grow with the company. All these things should be done on a regular schedule. If not, it won't get done and people will find another place to work!

If hiring and managing people isn't one of your strongest skills, we can help you implement these steps. Give us a call.

Sincerely,

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