

HIRING & SELECTION

# 8 Steps to Foolproof Hiring

Transform your hiring process and find the right fit for your organization. Here are 8 steps to help you hire right, every time.

1

## Understand the Job— Before You Hire.

Using a process called **Job Benchmarking**, you can measure what success will look like in the job (and then assess candidates against that benchmark).

2

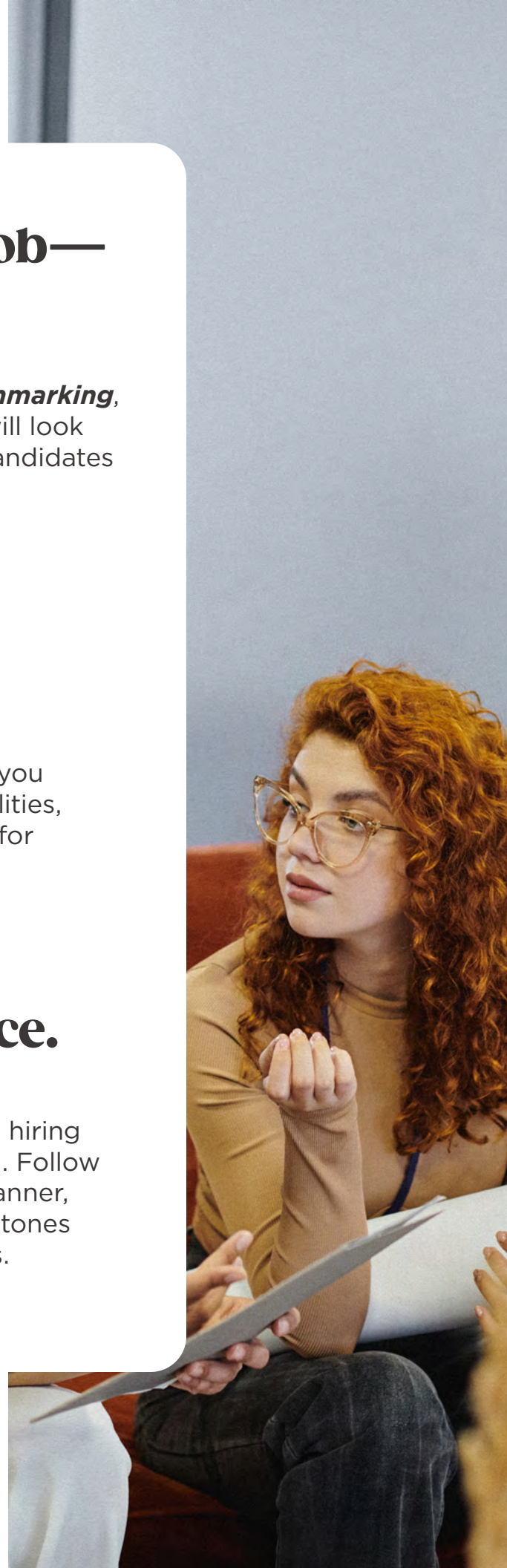
## Craft a Complete Job Description.

Fully understand the role before you list it. Map out the key responsibilities, goals, and qualifications needed for the position.

3

## Consider Your Pace.

Determine an ideal cadence for a hiring process that works for your team. Follow up with candidates in a timely manner, and regularly communicate milestones with hiring managers and leaders.





4

## Interview with Purpose.

Streamline your process for consistency, including thoughtful questions to discover relevant experience and determine cultural fit.

5

## Look Beyond the Resume.

A person is more than their work experience—use assessments to measure **behavior**, **motivation**, and **skills** during the hiring process.

6

## Prioritize Emotional Intelligence.

Look for candidates who can reflect on their growth, take feedback, and collaborate well with others.



7

## **Get the Team Involved.**

Ensure the employees working with a new hire get a chance to offer input in the selection process, whether through group interviews or team discussions about final candidates.

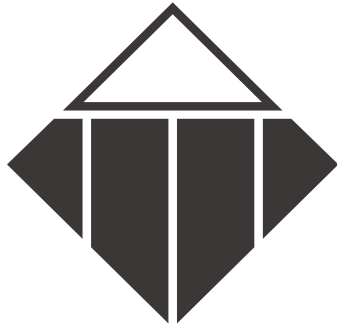
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## **Set New Hires Up for Success.**

Establish a plan for onboarding, including team introductions, essential job functions, 90-day expectations, and more, so new team members can succeed early in the role.



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