

REVOLUTIONIZE YOUR RECRUITING

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“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”

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PROCESS FOR RECRUITING?

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1st Impression = 50%

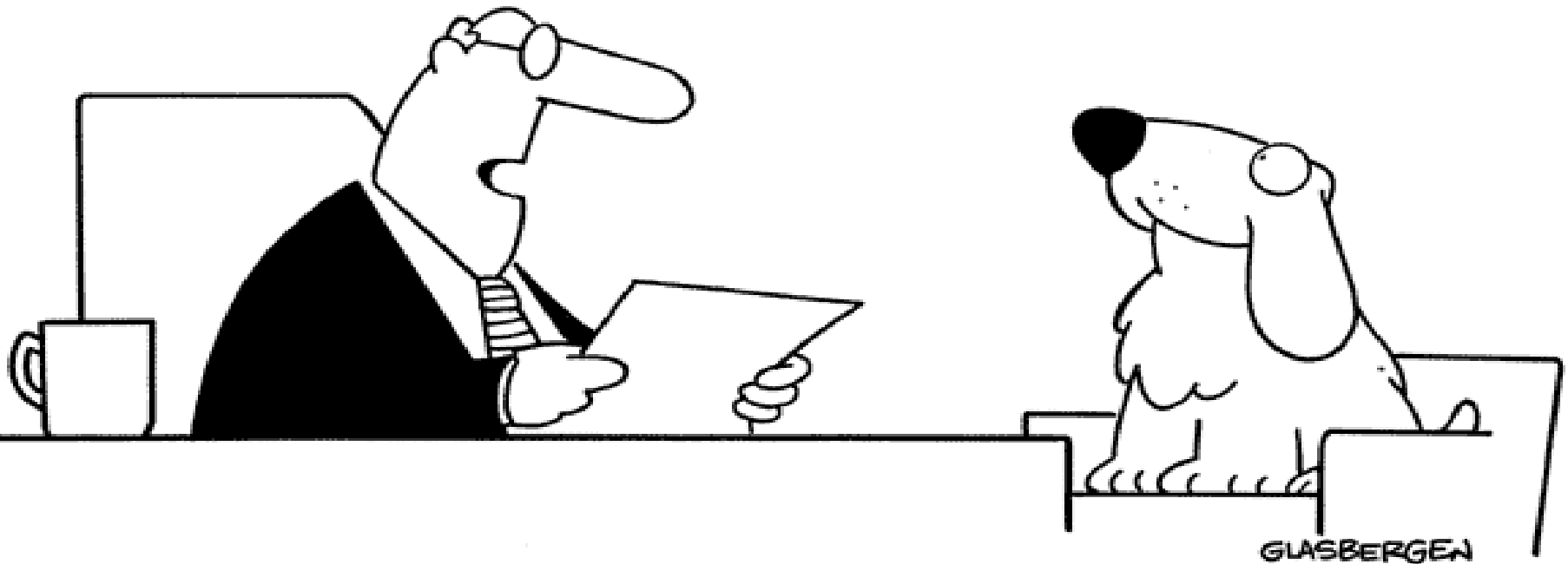
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“I am dressed for success! Of course, my idea of success may not be exactly the same as yours.”

1st Interaction = 25%

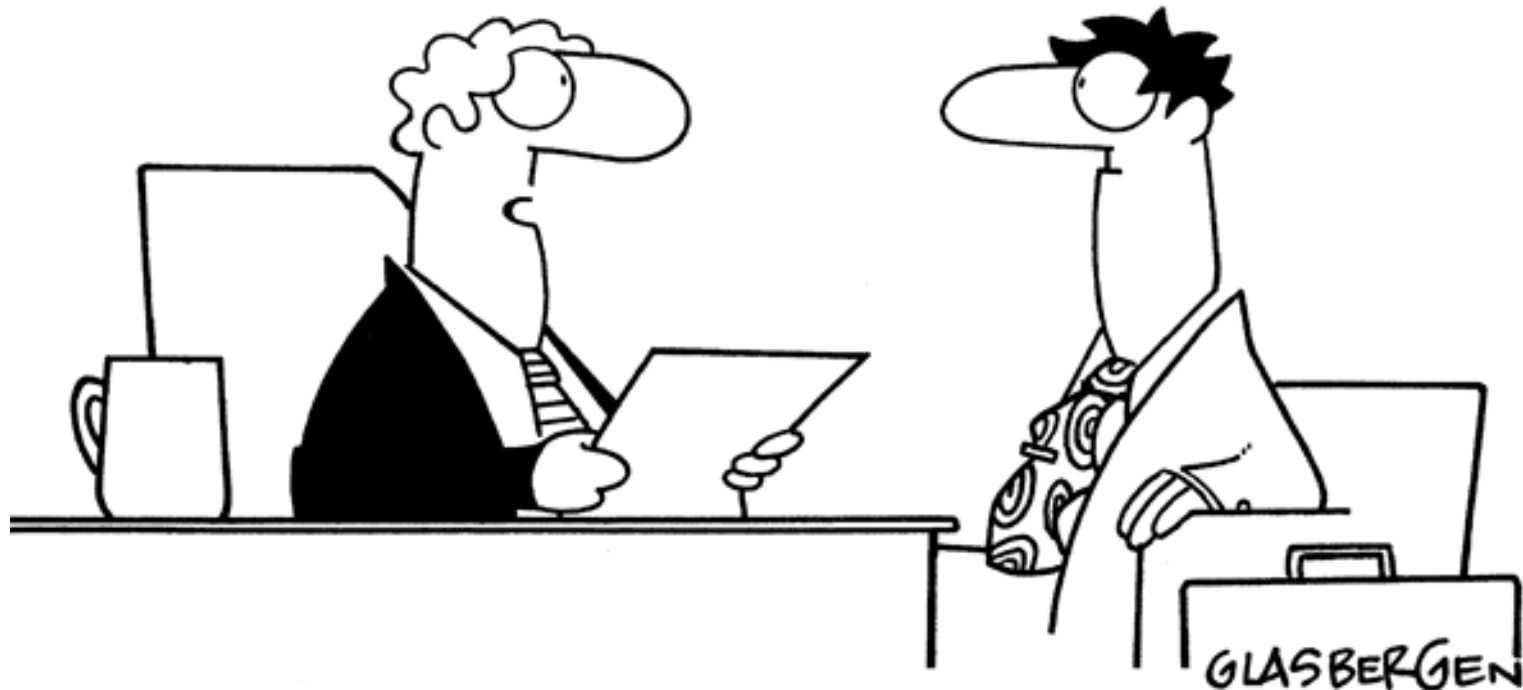
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“Loyalty and enthusiasm are the two things I value most in an employee. You’re hired!”

1st Interview = 25%

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“It says on your résumé that you were created in God’s image. Very impressive.”

The Four Minute Hiring Mistake

- 1) 1st Impression
- 2) 1st Interaction
- 3) 1st Interview

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POOR RECRUITING / HIRING = NEGATIVE BUSINESS IMPACTS

- Tardy Issues
- Attendance Problems
- Employees not following through
- Can't solve problems
- Team conflict
- Poor performance
- Not coachable
- Undermine the boss

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**DEALING
WITH
PROBLEMS**

**GROWING
YOUR
BUSINESS**

Interviewer Research Results

- 74% - Have poor interviewing techniques
- 35% - Poor interviewing = poor performance
- 33% - Not properly trained
- 25% - Do not spend time preparing
- 24% - Poor decisions negatively affect bottom line

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CORE COMPETENCY

IMPROVING COMMUNICATION

1. Collect and Process More Information
2. Listen to others
3. Communicate effectively

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Step One: Identify the Elements of Your Culture



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EXAMPLES OF CULTURE STATEMENTS

We're a diverse, ambitious team excited about what we do. We value integrity, excellence, transparency and accountability. We work as a team to make our customers and ourselves successful.

We created an environment where great people can do great work. A place where people can be themselves, are allowed to take risks and fail, and are pushed to continuously learn and develop new skills.

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Step Two: The Power of Three

Core Competency – Collect Information

"Are you part of the problem, part of the solution, part of the problem with the solution or part of the solution to the problem with the solution?"



Process of Discovery

Past Experiences

Predict Future Behavior

Use Open Ended Questions

Layering

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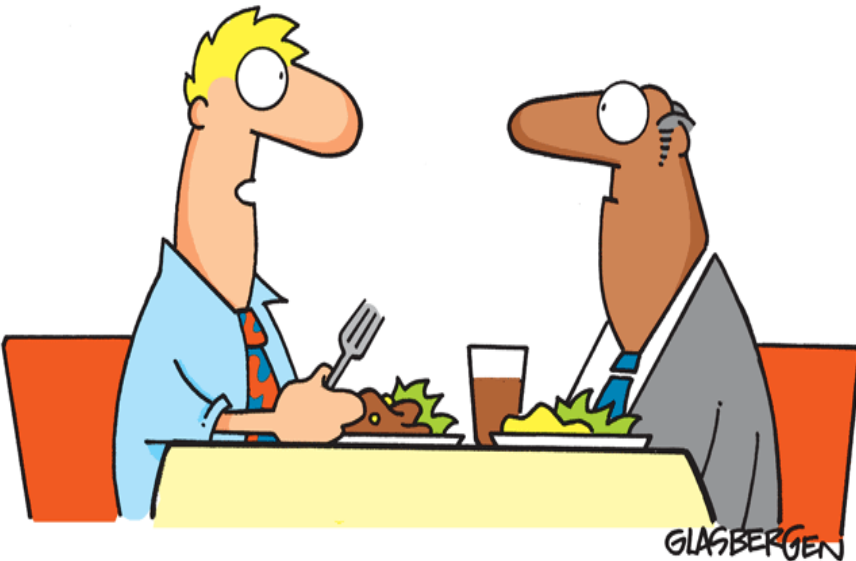
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Step Three: Pre-screen Telephone Interview

Core Competency – Actively Listen

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“I’m looking for a mentor who can show me how to get rich without boring me with a lot of advice.”

Listens carefully
without interrupting

Keep an open mind

Solicit input

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EMPLOYMENT LAWS

Equal Employment Laws Prohibits Discrimination
for the Following Categories:

Age, Religion, Disability, Ethnic / National Origin,
Gender, Race

The questions that may be asked should be
focused on the job and the person's ability to do
the job.

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Step Four: Behavioral Based Interviewing Core Competency – Communicate Effectively

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“Nobody came back from the Goal Setting Workshop. They all left to find better jobs.”

Communicate
in a straightforward manner

Cover an issue thoroughly
without overdoing it

Makes current job-related
information available

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EXAMPLES

BEHAVIORAL INTERVIEW QUESTIONS

Initiative: Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision.

- **Describe something you've done that shows how you can respond to situations as they arise without supervision.**

Teamwork: Able to share due credit with coworkers; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.

- **Tell me about a situation when you provided full support for a team decision, even though you didn't agree with it.**

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Step Five: Job Fit Hiring Tools



“I think you’ll be impressed with my technical skills, especially after you realize I’m a hologram.”

1. Thinking styles
2. Behaviors
3. Innate interests

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Harvard Business Review Study

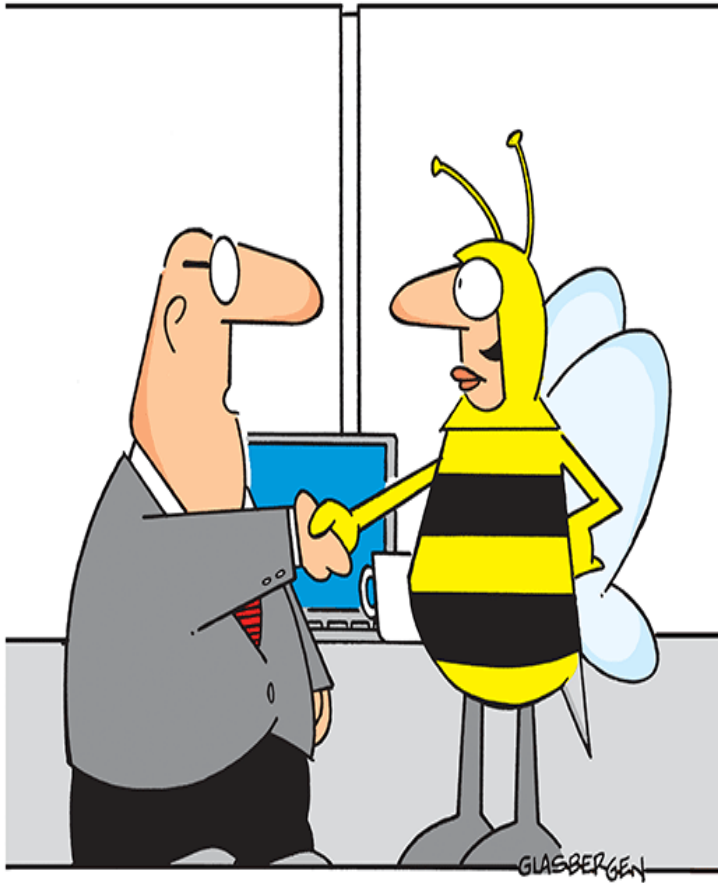
Study of 360,000 employed. Evaluate the effectiveness and validity of traditional hiring process.

Study Revealed:

- 1. Men & women performed at the same level**
- 2. Age had nothing to do with ability to perform**
- 3. Ethnic background had not bearing on performance**

Harvard Business Review

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Harvard study concluded:

“It’s not experience that counts, or college degrees or other accepted factors – success hinges on the fit with the job.”

“If the Queen Bee concept catches on, I will consider you for a full-time leadership position.”

Summary Graph

When viewing the scales on this page, the darker shading represents the Performance Model for the role of Sales - Insurance. The larger box indicates the individual's score.

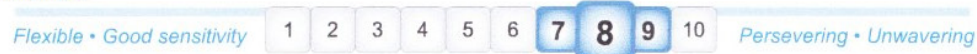
Competitiveness



Self-reliance



Persistence



Energy



Sales Drive



Distortion for this assessment is within the acceptable range.

Sandra Hensley has an Overall Job Match of **70%** for the position of Sales - Insurance.

SOS II Pre-Hire Assessment

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1. Work Ethic
2. Integrity
3. Reliability
4. Attitude Toward Substance Abuse in the Workplace

“Larry, do you remember where we buried our hidden agenda?”

Section I - Attitude Scores

Integrity - Adherence to moral and ethical principles acceptable in the workplace

_____ **5**

When theft in the workplace becomes an issue, Miguel can be disapproving, but may not vocalize his feelings as adamantly as others.

Substance Abuse - Attitudes toward substance abuse in the workplace.

_____ **5**

His tendency appears to be to disapprove of drug use at work, but on occasion his tolerance for “trivial” violations may be expressed.

Reliability - Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.

_____ **3**

Mr. Rosas does not typically express a willingness to completely accept the intentions of others or conform to the authority of his supervisors.

Work Ethic - Belief in the value of work and appropriate supervisory relationships in the workplace.

_____ **4**

Miguel states that he is willing to adhere to what is expected of him at work, but it is apparent that his commitment is not boundless.

Distortion for this assessment is within the acceptable range.

Reduce The Risks

Statistics show that if you conduct just an interview alone, you have only a 14% chance of hiring the right person.

If you add the right pre-hire assessment tools and behavioral based interview questions, you have over a 75% chance of hiring the right person.

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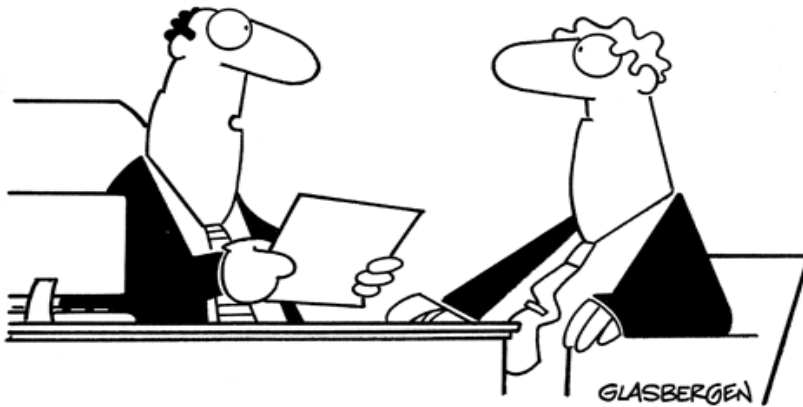
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Step Six: Prepare Job Offer

Core Competency Processes Information

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“Gerald works very well with others and functions cooperatively in a group setting. Got any references more recent than your third grade report card?”

Identify core elements of an issue

Consider the pros and cons

Understand short term and long term consequences

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Job Offer Guidelines

- ✓ Never send an offer by e-mail
- ✓ Invite candidate in for a face-to-face
- ✓ Ask if they have questions / concerns
- ✓ Any other interviews / offers pending
- ✓ Reasons for not accepting
- ✓ If in alignment review the offer
- ✓ Close the offer with signature
- ✓ Discuss start date

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PREPARE TO ONBOARD

- ✓ Stay connected
- ✓ Pre-boarding checklist
- ✓ Provide relevant information
- ✓ Digital access set up
- ✓ Be coordinated
- ✓ Be available
- ✓ Integrated timing

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