

## Do This BEFORE Your Next Hire!

If you want to have the best chance at employing the ‘right’ people for your business, take a ‘bums on goal post’ approach to recruitment.

Why do I need this role?

(Focus on defining the results you will see with the right person in the role)

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What do I need the person doing the role to do?

(What are the tasks? How often do they need to be done? All co-related tasks can be grouped together as an accountability.)

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What skills, experience and personal qualities do I need the person to have?

(How much and what sort of experience does the new hire need to have had? What personal qualities are you looking for?)

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When do I need this person?

(The biggest mistake you’ll make is to rush the hiring process. Follow the steps in this process and then wait until you can be most confident that the person you recruit is the best fit for the role and your business.)

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- How do I find this person?  
(Social media, recruitment agency, job sites?)

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- What's the best approach to selecting this person?  
(What's my recruitment process? Interview? Personality / behavioural profiling? Work sampling?)

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- What do I do once I've selected them?  
(What's my onboarding process? How will I set my new recruit up for success?)

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