

**HARRIET COHEN**

# TRAINING SOLUTIONS

**Your Business Training Partner**

## **The Top 7 Things You Need To Do: Before You Hire, During The Interview, and The First 6 Months After You Hire:**

### **Before You Hire - Get Ready**

**Here are the things that you should do to get prepared**

- Create an Organizational Chart for the Next Two Years
  - Identify what positions need to be filled and create job descriptions for each
  - There is a method for writing job descriptions we can help with that
  - There are key phrases you want to have and some you want to make sure you don't use
- If you have staff
- Decide if any of them can fill the job descriptions or if you have to hire from outside
- If you don't currently have staff
  - Prioritize the positions and decide where you will start; an assistant or office manager is usually the first
- Write the Job Ad to be Posted
  - Include the experience and qualifications you want
  - Describe any physical issues; must be able to lift 25 pounds, or stand for several hours, or walk stairs
  - You may list salary range and hours

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### **Time for the Interview**

**This could be several levels depending on the position**

- Prescreening
  - Review the resume if the work experience/qualifications don't match your needs, send an e-mail note stating that they don't have the qualifications you are seeking.
  - Telephone Interview: Have 3-5 questions that will help you determine if this person could be who you need. You may ask the salary range
- Face to Face Interview
  - Review the job description
  - Ask why they applied for this position, what they know about the company and their career goals
  - Remember you are hiring for 2 reasons; they fit the culture of the company and they have the competencies you need

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### **You Have Chosen the Candidate**

**Next Steps**

- Prior to Day 1
  - Send a new hire letter to tell them when to report and where, as well as what to bring
- Day 1
  - Set the tone and make them feel welcome
  - Introduce them to the people they will be working with as well as the managers
  - Give them a tour of the office
  - Discuss the employee manual, set up payroll and other important documents
  - Give them the procedures manual for their position
- Set Expectations
  - Using the procedures manual and job description set expectations for the job
  - Set weekly meetings to give feedback and review progress
  - After 2 months reduce the meetings to every other week
  - After 4 months meet monthly. The meetings can be less than 20 minutes to check-in and make sure all is on track

***Enable them to play to their strengths and do their best work***

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