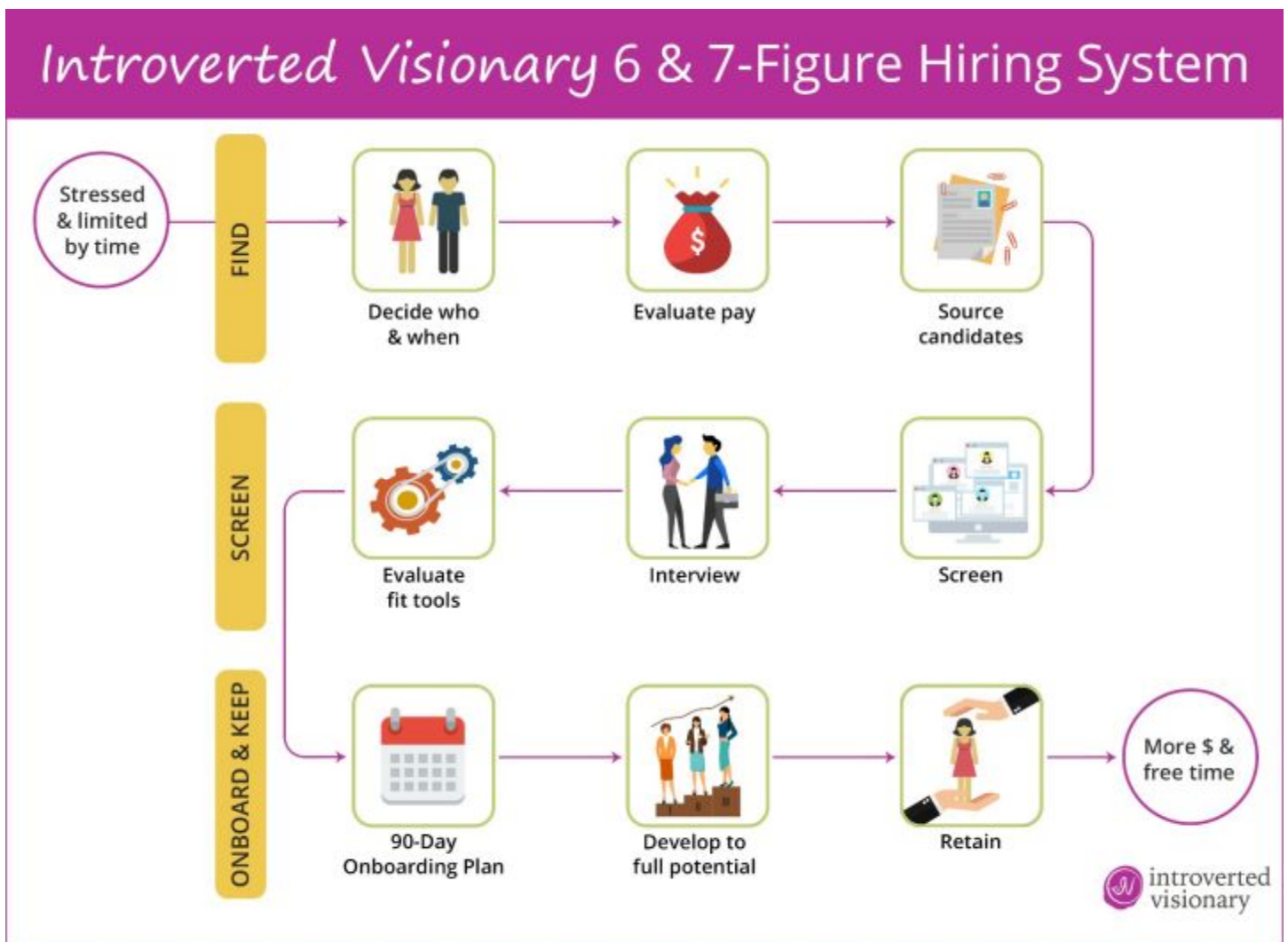




introverted
visionary



Attract the Right Hire Roadmap



4 Weeks to a New Hire:
Attract the Right Hire Roadmap

www.introvetedvisionary.com



Checklist

STEP 1: Find

- Who are your best first & next hires? (and in what order?)
- When is best time to hire?
- How to choose what to get help with first?

- New grad vs experienced?
- Independent contractor or employee?
- Hiring in house vs virtual assistant for tech mgt?

- Formula for evaluating benefit vs cost?
- Best pay structure, ie: salary vs pay per pt treated vs rent vs, etc?

- Defined role?
- Attraction process done?
- Where to find (ie, front desk, clinic manager, associates)?
- How to find people who are better than you?

STEP 2: Screen

- Value aligned?
- Right mix of skills & attributes & dedicated?
- 4-step screening process in place?

4 Weeks to a New Hire:

Attract the Right Hire Roadmap

www.introvetedvisionary.com



- Key things to look for and questions to ask potential hires?
- How to spot unmotivated people who don't show up that way during interviews?
- Best testing/screening tools?

STEP 3: Onboard & Keep

- 90-day onboarding plan?
- How to pass off current patients to associate without making them feel passed off?

- How to optimize team performance?
- How to trust without having to get involved all the time?
- How to build a dynamic & complementary/synergistic team?
- Practice scorecard?
- How to delegate without things falling through the cracks?
- How to prevent stress from managing other people?

- How to retain good people?
- Keeping them busy? (associates)



introverted
visionary



- Developed your own leadership?
- How to get practice to run like well-oiled machine?
- Systems that set you free?

**“It’s time to wake up the planet,
and make 6 or 7 figures by being you.”**



Effective 10-min Phone Screening Template

Position: _____

Goal for this interview: Quick phone screen to determine whether you would like to interview them further by phone or in person. Sometimes the conversation can go longer and turn into a full first interview.

Your notes about the call:

What I'm Looking For	Questions I'll Ask	Notes
Qualities of a Team/Staff Member A. [INSERT DESIRED QUALITIES HERE] B. Passion for patient care C. Similar values: connection, [INSERT HERE], [INSERT HERE] D. Loyal E. Dedicated to helping us grow F. High achiever & responds well to direction G. Availability: 40 hrs/wk H. Interested in a bonus component to the role	Phone Screening Interview: "I'm looking forward to getting to know you more today and seeing if this may be a good fit for both of us." 1. *What attracted you to this particular opportunity? 2. *If you could design your workday however way you'd like, what would you love to be doing in a typical day? [alternatively, use "workweek", ie: for an interview for an associate] 3. *What did you enjoy most about your previous jobs? (or what are you really good at doing) 4. What did you not like about your previous jobs? 5. What kinds of things do you tend to procrastinate on? We all have things we procrastinate on—maybe things you can do,	



	<p>but don't give you as much fulfillment?</p> <p>6. *What's important to you in a position that you're looking for?</p> <p>7. *What do you know about our business/company?</p> <p>8. What do you understand you would be doing in the XXX role from the ad?</p> <p>Hot Time-Saving Tip: If you want to cut the interview short, just say "Thank you for your interest in the role. The intention of our call today was for a short chat. I will be selecting a few candidates to interview further in the next week, and will be in touch with you if you are selected."</p>	
--	--	--

What you need next:

- Interview questions for full interview
- Effective reference check questions
- Profile/application form

Keys to successful hiring:

- Do you have an effective screening process?
- Do you incorporate the Kolbe Right Fit in your hiring process?
- Do you have a strong onboarding process?
- Do you have an effective approach to inspire your new hire to top performance?
- Do you have & use a Practice Scorecard for each team member?



7 Must-Have Reference Check Questions (you never thought to ask)

1. What was a typical workday for him/her? Get details on the setting, responsibilities, etc. Find out the capacity of the position.
2. Given what you feel the candidate likes to do & where you recognize his/her strengths to be, what kind of a role do you think would best suit him/her?
3. How would you rate his/her overall performance in that job on a 1-10 scale? What about his/her performance causes you to give that rating?
4. What were his/her 's biggest areas for improvement back then?
5. Under what kind of work environment do you think he/she would feel stifled in?
6. How does (name) handle conflict?
7. What advice do you have for someone who will be supervising/leading her?