



INNERVIEW

ADVISORS, INC.

“Most companies hire skills and fire attitude. Hire for skills and attitude and you won’t want to fire anyone.”

Hire Once, Hire Right Checklist

Excellent Job Ad

Does it have:

- Compelling Title (one that says who you are as a culture)
- Key Accountabilities (RESULTS & OUTCOMES they are responsible to deliver)
- Description of the ideal candidate (including likes, dislikes, personality, character)
- About you / your company
 - who you are
 - whom you serve
 - WHY you are in business
- Requirements (history – work, education, experience, etc.)
- Schedule
- Compensation
- How to apply
 - Online
 - Offline
 - In person
 - By when

Post Ads

- Online job boards
- Social sites
- Your networks
- Clients
- Vendors
- Current employees

Selection

Remove Bias

Understand what is important and screen all applicants with the same viewpoint.

Rank the importance of:

- _____ Education
- _____ Industry experience
- _____ Job experience
- _____ Behavioral / cultural match

Do you have a clear process to evaluate:

- Education requirements
- Experience requirements
- Job hopping
- Employment gaps
- Over-qualifications

- ⌘ *Downplay “gut instincts” – turn this into a math equation*
- ⌘ *Ask the same questions in the same order – all applicants*
- ⌘ *Consider pre-employment assessments*

Onboarding

Set New Hires Up For Success

Have the workplace ready for them to hit the ground running. Set goals for progress in the first weeks / months. Schedule time to check in, review, and coach.

Things to consider:

- Introductions to manager, HR staff, team members, key customers, vendors, etc.
- Any software / hardware needed
- Phone extension, email address
- Business cards
- Create a timeline of expectations
- HR paperwork
- Establish “chain of command”, communication channels
- Set up any training / job pairing

Prior to Employee Start Date

Schedule and Job Duties

- Call employee:
 - Confirm start date, time, place, parking, dress code, etc.
 - Identify computer needs and requirements.
 - Provide name of their onboarding buddy.
 - Remind employee to complete any New Hire tasks.
- Add regularly scheduled meetings (e.g. staff and department) to employee’s calendar.
- Prepare employee’s calendar for the first two weeks.
- Plan the employee’s first assignment.

Socialization

- Email department/team/functional area of the new hire. Include start date, employee's role, and bio. Copy the new employee, if appropriate.
- Set up meetings with critical people for the employee's first few weeks.
- Arrange for lunch with the appropriate person(s) or buddy for the first day and during first week.
- Select the buddy.
- Meet with the buddy, and provide suggestions and tips.

Work Environment

- Put together welcome packet from the department and include: job description, welcome letter, contact names and phone lists, parking and transportation information, mission and values of the company.
- Clean the work area, and set up cube/office space with supplies.
- Order office or work area keys.
- Order business cards and name plate.
- Arrange for parking, if needed.
- Add employee to relevant email lists.

Technology Access and Related

- Order technology equipment (computer, printer, iPad) and software.
- Contact local IT and/or IS&T to have the system set up in advance.
- Arrange for access to common drives, and coordinate any system authorizations.
- Arrange for phone installation.

First Day

Schedule, Job Duties, and Expectations

- Clarify the first week's schedule, and confirm required and recommended training.
- Provide an overview of the functional area – its purpose, organizational structure, and goals.
- Review job description, outline of duties, and expectations.
- Describe how employee's job fits in the department, and how the job and department contribute to the company.
- Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc. Explain any flexible work policies or procedures.
 - Review *Employee Policy Manual* and have it signed & dated

Socialization

- Be available to greet the employee on the first day.
- Introduce employee to others in the workplace.
- Introduce employee to his/her buddy.
- Take employee out to lunch.

Work Environment

- Give employee key(s) and building access card.
- Have employee complete necessary employee documents and issue ID (if applicable).
- Discuss transportation and parking
- Provide department or building-specific safety and emergency information.
- Take employee on an office/building tour.
- Explain how to get additional supplies.

Technology Access and Related

- Provide information on setting up voicemail and computer.
- Explain e-communication policies and Netiquette

How Art Helps

- ✓ Full hiring services
- ✓ Assisted hiring services
- ✓ Pre-employment & current employee assessments
- ✓ Job advertisements
- ✓ TeamWorks teambuilding programs
- ✓ Speaking / training
- ✓ ***Email anytime for advice!***