HIRE

SLOW

FIRE

FAST

Part 1: What to look out for when you hire?

1. What are the top 3 values/såkills that are important to you for this team member?

> Dedication
>
> Confidence
>
> Reliability
>
> Teamwork
>
> Independence
>
> Leadership
>
> Self-awareness
>
> Integrity

2. Example question and what to look for?

Dedication	
Question	What you are looking for in answer?
Tell us about a time that felt likes you had too many responsibilities. What did you do to manage it?	Time management skills, interpersonal skills (communication), Will they ask for help or will they find their own way?
Ask about plans for the future/ motivations for applying.	Have a general conversation about their plans, refer to resume, try to gauge how long they might stay
Confidence	
Question	What you are looking for in answer?
Convince me why my company should hire you?	A considered statement showing that they have looked into your business and can see where their values align with your publicly stated values.
Why do you think you're ready for this new job?	Here you want them to sell themselves for the role
Reliability	
Question	What you are looking for in answer?
Tell us about a time you felt overwhelmed by a particular task. What process or steps did you take to solve it?	Ability to work independently/self-learn and problem solve/ think of new ways to accomplish tasks with efficiency?

Can you give us an example when you encountered a problem in your previous position and the steps that you took to deal with it?	Looking for them to take ownership of problems, and understand that they are in control of solving their own problems?

Teamwork

Question	What you are looking for in answer?
Describe some team projects that you worked on that were highly regarded by your management, especially by the levels above your immediate supervisor?	Descriptions of projects that worked well and whether they try to take all of the credit. Unless they are a sole proprietor no one does truly everything.
Can you give us an example of a team project that didn't meet its objectives? What was it and what was the reason that the objectives weren't reached?	You are looking here to see if they blame other people and take no ownership for their part in it. People who blame a lot are usually not good team players.

Independence

Question	What you are looking for in answer?
Describe some individual projects that you worked on that were highly regarded by your management, especially by the levels above your immediate supervisor?	Similar to above under teamwork, this question is seeing how they work to get projects done. You are looking for a system or methodology to complete projects rather than just 'working hard'.
What do you consider your most significant achievements? Why were they important to you?	Here you are looking for what they have achieved and why.

Leadership

Question	What you are looking for in answer?
Have you led a team (business or personal) in the past? What worked well and what could be improved?	Where you are looking for a leader in your business you will be able to tell what their leadership skills are by the answer to this question. Any hint of blaming others for their mistakes is a red flag.
Tell us about a system or project that you developed independently and led through to completion? What worked well and what could have been improved?	Here you are looking for their experience in taking on a task and leading in their previous role. Again, if they start blaming others for mistakes this is a red flag.

Self-Awareness

Question	What you are looking for in answer?

What are your weaknesses? How are you working to eliminate them?	If they say 'working too hard' challenge them to give a real answer. You are looking for some proper self reflection, any honest answer good to work on if you employ them.
Describe some team projects that you worked on that were highly regarded by your management, especially by the levels above your immediate supervisor?	Descriptions of projects that worked well and whether they try to take all of the credit. Unless they are a sole proprietor no one does truly everything.
What do you consider your most significant failures? What do you learn from them?	Everyone has failures and learn from their failures. Give them time to answer this question (as it can throw people off), it is a red flag if they say that they don't have any.

Integrity	
Question	What you are looking for in answer?
What are some of the problems you are encountering in your current position? How are you going about solving them? What cold you have done to prevent them from cropping up?	Again here you are looking for taking ownership of problems and don't just blame other people. Blaming their previous boss or team mates is a concern.
Why are you leaving your previous position?	Similarly you should be concerned if they blame others here. What you are looking for is for someone who wants to grow and is looking to your company for that opportunity.

3.   Bonus the question should ask and what you are looking to get out of it.

Tell us about yourself / OR: How would somebody describe you in three words.

They should be somebody who has skills in team work, communication, leadership & professionalism. Should enjoy being around and working with people.

Part 2:   The process and documentation

Onboarding Checklist

Position description completed   ■

Job ad drafted   ■

Job ad reviewed   ■

Review resumes and accompanying material   ■

Select top 5 to 10   ■

Interview based on questions   ■

Short list top 3   ■

Complete small task   ■

Second interview   ■

Draft contract of employment   ■

Make offer   ■

Onboard into business   ■

_____   ■

_____   ■

_____   ■

Part 3: Fire Fast and do it Right

What are your deal breakers?

Notes