

# HOW TO HIRE THE RIGHT PEOPLE

## an executive quick guide

# Hiring the Right People

## The Challenge

Finding people with the right skill set, attitude and personality to fit both the position and the company culture

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**What causes it?** First of all, it is hard. Second, it takes time. Everyone is busy and when you need people, you need them fast. Some rely on the “we’ll take a warm body” method, which can be limited to conducting an interview and maybe doing a background or reference check. This can result in hires that are not a good fit for the position or the company.

**You know it when you see it:** Statistically speaking, most companies have a 50/50 chance of selecting the right person in the right position to carry out the company’s mission, vision and values. Lost investments in training and management of poor performance cost time and money. Worse, poor performers have a negative impact on customer service and employee morale.

*Assess your company...*

- I am frustrated with the level of turnover and cost of losing employees in the first year.*
- It is too hard to find the right person for key positions.*

# Hiring the Right People

## Recommendation

Add more selection “tools” to the process to increase your company’s success in selecting the right person.

We recommend implementing a multi-step selection process that includes the following steps:

- An initial phone screening
- Reference check
- Competency assessment
- Structured interview format that asks the critical questions to assess both competency and cultural fit
- Final filter or “gut-check” of whether the employee will fit into the culture and carry out the company’s values

### The EXCELERANT Option



EXCELERANT has experience supporting the successful selection of positions across industries with the use of a process that improves selection accuracy by more than **25%** over chance.

We help companies develop these additional tools that are specific to the position, the industry and your company’s culture.

# Hiring the Right People

## CURRENT PROCESS

*What are the steps I currently take in my selection process?*

## FUTURE PROCESS

*What am I missing? Check all that apply.*

- An initial phone screening** typically in an informal manner to evaluate the suitability of the job applicant
- Reference check** to learn of the job applicant's job history
- Competency assessment** to measure the job applicant's potential
- Structured interview** format that asks the critical questions to assess both competency and cultural fit
- Gut check** or final filter of whether the job applicant will fit into the culture and carry out the company's values



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For the people side of your business.

## About EXCELERANT

EXCELERANT works within companies to develop people-related practices in a pragmatic way that fits the company's unique culture, respects their expertise and helps to keep the focus on business as the company continues to grow.

EXCELERANT has experience supporting successful companies across industries in various areas of company development, leadership training and coaching, meeting facilitation, and human resources solutions.

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For the EXCELERANT experience, visit [www.EXEXP.com](http://www.EXEXP.com)