

5 STEPS TO HIRING THE RIGHT PEOPLE



FAMILY
BUSINESS
SPECIALISTS

— POWERED BY MERIDIAN —

Hiring (& keeping) people who match your Family Business' core values can be hard... That's why we've put together **5 proven steps** that cover your **ENTIRE** hiring process at any level.

STEP 1 - IDENTIFY YOUR TALENT NEEDS

Before anything, you need to identify what it is your business needs. This goes beyond just the duties of your new hire, this will include the type of person who will fit your current business environment.

STEP 2 - WHERE TO FIND THE BEST TALENT

To find candidates that will fit both your role description and your unique core values, try some of the following:

- Referrals
- Indeed
- Community Organizations
- College On-Sites

To attract the people you want, **you must think like them!** Get personal; reach out to prospective hires you find through the above channels and let them know you're interested.

STEP 3 - THE MERIDIAN HIRING METHOD

Now that you've found your candidate through careful selection, you need to determine that they'll **really** be the best fit for what you need.

Here are the 5 things we suggest you do for each candidate:

1. Resume Screening
2. Multi-Step Interviewing
3. Project Screening
4. Reference Checks
5. Background Checks

STEP 4 - SUCCESSFUL ONBOARDING

Onboarding is one of the most important parts of retaining your new hire and creating an employee who is productive and makes you money! We suggest your process look something like this:

1. Extend them a warm welcome into the company
2. Create relationships with them
3. Establish clear expectations
4. Implement a 90-day plan
5. Use touchpoints to ensure success

It's important to establish goals for your new hire to ensure they are reaching the level of success you know they can achieve!

STEP 5 - ONGOING DEVELOPMENT

Now that you've found, hired, and trained your new employee, you're done right? **No!**

Continuing to develop your employee's skills through training and performance monitoring is key to keeping an employee and not having to go through the hiring process again. We teach an "Observe, Coach, Correct" method to ensure your training is successful!

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FamilyBusinessSpecialists.com
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