Info Sheet – Four Hour Format Hiring System

This may be a new way of hiring for your company. Remember this: if you don’t change the system or process of hiring that you’ve been using thus far, then you’ll simply get more of what you’ve already got. Here’s a proven recruiting and induction system that we highly recommend.

**Recruiting using the Four Steps**

Step 1: Generate leads for position

* Develop position description
* Look within the organization first
* Sign in your door/window
* Develop ad for local and daily papers
* Develop ad for trade/industry publications
* Email/mail ad to customer database, vendors, personal/business colleague database
* Include recruiting incentive plan in team member paychecks (check with team members re. the “power of the offer” you’re using)
* Contact high schools, colleges, and vo-tech schools
* Utilize a recruiter/headhunter
* Utilize an employment/temp agencies
* Identify (10) agencies to get qualified leads

 Complete their contract

* Collect resumes
* Networking “every conversation is an interview”
* Publish ad in your company newsletter
* Retrieve web resumes from www.Monster.com and other web sites

Step 2: Screening of leads

* Set up a dedicated line for phone screening
* Call A and B resumes and ask to call special line
* Complete voice mail script for dedicated line
* Have leads call dedicated line
* Qualify the leads
* A – has necessities plus some
* B – has the necessities
* C - missing some necessities
* D - not even close
* Develop a short list
* Have the short list to fill out application forms (optional)
* Call references

Step 3: On-site screening of leads (test drive)

* Arrange on-site group interview
* Have leads complete a set of job tasks
* De-brief screening process with leads
* Develop short list of candidates (2 to 4)

Step 4: Final interview and hire

* Complete DISC or TotalView assessments on short list
* Interview short list
* Negotiate position

Induction Process

1. Develop employee hiring agreement to include:

* Rules of game document
* Discipline process with sign off area

2. Orient to company

* Hiring agreement
* Company vision, values
* Organizational chart

3. Present and get sign off on Job Description

4. Review operations manual pertaining to job

5. Identify employee development process

6. Coach them through process

Generate leads for position: Sample Classified Advertisement

ENTRY LEVEL [name of position] WANTED

[Name of your company] in [your town], PA

is looking for you if you are:

HIGH ENERGY

RESULTS ORIENTED

SELF STARTER

TRUSTWORTHY

PEOPLE ORIENTED

If you possess these qualifications, call us today

[phone]

Screening of leads: Phone Script

User: Client

Target: Office Staff leads

Lead condition: temp agency

Objective: Qualify leads

Smile when speaking on phone! (NO Bigger)

Speak s-l-o-w-l-y and confidently!

Hi and thanks for calling! [your company], located in [your city], PA, is currently seeking a [name of position]. The responsibilities of this position include [responsibilities]. [Your company] will provide [training, development]. The compensation package will include health insurance, life insurance, and a retirement plan. [your company] is [describe the company and what a wonderful opportunity it will be to work for you and why]. [Your name] is a highly talented, proven winner in the field of [your field]. He/she has [name some of your accomplishments] and will personally mentor the person chosen for this position.

Now, please take 3 to 5 minutes answering the following questions:

What actual experience have you had related to this position?

Why do you think that you’ll be the best person for this position?

What do you think this position is worth?

EXAMPLE Phone Script:

Hi and thanks for calling [your company] Service! This is Steve Renninger.

Right now we’re looking for an Office Manager to help our company continue its rapid growth. The [your company] Office Manager will be responsible for:

1. Bookkeeping using QuickBooks

2. Answering the phone

3. Selling to customers

4. Filing and organizing the office AND

5. Using Microsoft office and other computer applications

[your company] Service is a proven winner in the [your industry] industry. We sell and service [product] and have a fantastic reputation for customer service. Working here will be a wonderful, lasting opportunity with a well known and highly respected local company.

Now, I need you to give me a 30 to 60 second explanation of the following three things:

1. Why you’ll be successful as the [your company] Office Manager

2. Past experience you’ve had that will make you successful in this position

3. Why you’re the right person to be hired for this position

Thanks for calling Renninger’s Service!