

Agenda for Session 18 – Hiring Process

Cliffs Notes: Hiring Process is where the Employee Experience begins. Shows your company professionalism and is this company one I want to be a part of!!

-  • S18 – New Hire Checklist Before Day One – **READ BEFORE CLASS** –
-  • S18 – Accountability in the Workplace – **READ BEFORE CLASS** –
-  • S18– 4-Hour Hiring System PS - **REVIEW BEFORE CLASS** [WORD DOC](#)
-  • S18 – IRN Onboarding & Exit Process – **REVIEW BEFORE CLASS**
-  • S18 – 2MW - What Are the Components of a Job Description – **REVIEW BEFORE CLASS**
-  • S17 Vimeo from Last Week – “Performance Management” – for your review

Tools: (Click Icons to access Tools. You can download and save Tools.)

-  • S18 Agenda – Hiring Process - **PRINT FOR CLASS**
-  • S18 Hiring Process - PPT SLIDES - NOTES - PDF **PRINT FOR CLASS**
-  • S18 – PS HR Paradigm Pie Chart – Graphic and Descriptions **REVIEW BEFORE CLASS**
-  • S18 – Sample Online DiSC / EIQ Assessment – Sample Output
-  • S18 – Sample New Employee Prospect Assessment – Sample Output

Lesson: This needs to be the 5-Star first engagement with prospects that leads to only the Best good enough to apply. YOU get the cream of the crop. ALL A & B Players!!

Reading:

-  • S18 2MW - Importance of Employee Retention
-  • S18 2MW – Onboarding Checklist
-  • S18 2MW – Performance Review Examples – Why so Important
-  • S18 2MW – Use of Span of Control in SB
-  • S18 2MW – Utilizing DiSC and EIQ in Your Hiring Processw
-  • S18 2MW – Value of Pre-Hiring Assessments for SB



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