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Ultimate Hiring...12 Key Strategies to Increase Your Hiring Success!

**Fridays @ the Corridor
with Ron McNutt
August 27, 2010**

1

Commit to becoming better!

“You cannot teach a man anything; you can only help him find it within himself”

Galileo

2

Mis-Hires are expensive!

**“Many people stop looking for work as soon
as they find a job.”**

Unknown



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3

Begin with the end in mind.

**“Nothing our company does is more important
than hiring and developing superior talent.”**

Larry Bossidy

Values / Heart Skills

- Honesty
- Passionate
- Ambitious
- Personable
- Humble
- Humor
- Integrity
- Friendly
- Instincts
- Caring
- Positive
- Energetic
- Authentic
- Confident
- Courage
- Unbiased
- Respectful
- Ego
- Vision



Head Skills

- Articulate
- Entrepreneurial
- Focused
- Goal Oriented
- Follow-Up
- Poised
- Customer Focused
- Technology Savvy
- Well Groomed
- Reliable
- Resourceful
- Detail Oriented
- Mechanically Inclined
- Current
- Prepared
- Organized
- Trainable
- Educated
- Mature
- Creative
- Communicable
- Problem-Solving
- Professional
- Intelligent



4

Re-Hire Your Team!

“If you aren't fired with enthusiasm, you will be fired with enthusiasm. ”

Vince Lombardi



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5

Start with the right attitude!

“Treat people as if they were what they ought to be and you help them to become what they are capable of being.”

Johann Wolfgang von Goethe



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6 Always be hiring.

“You’re only as good as the people you hire.”
Ray Kroc

7

Applications and phone interviews.

“Hello...is there anybody in there?”

Pink FLoyd

8

Know the law.

“The law is reason free from passion.”

Aristotle



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9

Don't buy before you're sold!

“The story of the human race is the story of men and women selling themselves short.”

Abraham Maslow



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Interview Process

- You are the company
- Build Rapport to put the candidate at ease, give them best opportunity to shine
 - What one question were you hoping I would ask?
- Explain hiring process
- Ask questions and then Answer questions
- Open ended questions / Probing questions
- Questions that aren't questions
 - Think of an early event that shaped your career and tell me about it

Interview Process

- Look for good body language, firm handshake, smile, eye contact, good social skills, articulate, well groomed, confident tone
- Is there compatibility between the candidates job search, future goals , skill set and our job requirements
- **Remember the goal...determine if candidate is best fit for position and company...that is, has the skills, experience, and knowledge to do the job and the personality to mix with the company's culture.**



Abbreviated Topgrading Interview

- What were all of your accountabilities?
- What were your successes and accomplishments? What are you proudest of? (Probe for how success achieved)
- What were your failures and mistakes? Lessons learned? Excuses made? (Compare performance to accountabilities)
- Why did you leave?
- Who was your boss and where is that person now? What were his or her strengths and weaker points from your point of view? (Assess how well hiring manager fits candidate)
- What's your best guess as to what your boss would tell me, in a personal reference call arranged by you, about your strengths, weaknesses and overall performance?

– *From Topgrading for Sales*

10

Check references early.

**“Truth is confirmed by inspection and delay; falsehood
by haste and uncertainty.”**

Tacitus



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11

Coach, Praise and Reward!

“No person will make a great business who wants to do it all himself or get all the credit.”

Andrew Carnegie



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1

2

**Test, Measure, Refine and
Improve!**

**“Excellent firms don't believe in excellence - only
in constant improvement and constant change.”**

Tom Peters



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Summarizing Where We've Been...

- Commit to becoming better
- Mis-hires are expensive
- Begin with the end in mind
- Re-hire your team
- Start with the right attitude
- Always be hiring
- Applications and phone interviews
- Know the law
- Don't buy before you're sold
- Check references early
- Coach, praise, reward
- Test, measure and refine

“I can summarize the lessons of my life in seven words – never give in; never, never give in!”

Winston Churchill

Closing Thoughts...

Please take 2 minutes to write down three action items that you will personally complete over the next 30 days to improve yourself and your hiring success.

***Thank you for your attention and
participation!***

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