

# Hiring- Job Descriptions

The Right People Doing  
**THE RIGHT THINGS**



# Why you need to Hire Well!

- Costs of Getting it Wrong:
  - lost time
  - lost productivity
  - wasted training budget
  - hurts morale
- Positives for Getting it Right:
  - reduced turnover
  - increased job satisfaction
  - greater employee engagement
  - higher morale and productivity



# Your Catalyst

Hiring well means hiring **objectively** by building more objectivity into **each stage** of the hiring process.



# Job Design Process:

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Flowchart

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Function

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Factors for success

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Fit

***Assessments Add  
Objectivity to Both Job  
Design and the Hiring  
Process!***

**MBT  
I  
DISC**

# Benchmark Top Performers

**PERFORMANCE**



Pause the Video

# Job Description Template

- **The Job Purpose** - The WHY of the job - why does this job exist in this organization?
- **Job Responsibilities** - List the main responsibilities that take up 80-90% of the job.
- **Additional Job Experience, Skills, Certifications, and Credentials.**
- **Behaviors**
- **Job Skills**

# A Job Description for Every Job



# The Interview Process

# What if you are alone?



***You can still get objectivity by getting multiple points of view. Talk to references and recruit volunteers to interview.***

# 2 Common Hiring Mistakes

- 1. Hiring Your Friend:** Hiring someone you like even though they are not the right person for the job.
- 2. Hiring Yourself:** Hiring someone just like you.