



Creating a hiring and training system to consistently create superstar employees

Worksheets

Exercise 1: Where do I start?

In regards to your top 2-3 people:

How did you attract/find them?

What traits do they possess?

What aptitude do they possess?

How fast did they learn skills vs. others?

Imagine a perfect candidate from an aptitude and attitude perspective but with absolutely no past history or skills. Describe this person.



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Exercise 2: Begin creating your hiring process

Pick a specific position you are or may hire soon. How attractive is the position?

What aptitudes will you test?

Briefly outline the hiring process?



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How much can/will you hoop-jump candidates? What pre-qualification steps will you use?

Exercise 3: Personal Action Steps & Accountability

What action steps need to be taken? Who will perform?

1.

2.

Commit to a realistic timeline for each?

1.

2.



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Accountability Worksheet

What do you need to be held accountable for?

What will you DO to hold yourself accountable?

- Positive trap?
- Accountability partner?
 - From group
 - Group leader
 - No friends or family

Who will you enlist to help with your goal?

What is their role?

Feedback and follow-up

- This session will help my business
- This session will not impact my business
- I would like to discuss this topic in more detail with the group leader
- I could use some coaching/consulting on this topic, please contact me