

The 4 stages of FINDING “A” PLAYERS

1. Identification 3. Screening

2. Sourcing 4. Recruiting

1. Identification -- In order to properly identify who you are looking for to fill the position, you must be able to answer the following questions:

- What is the purpose of the position?
- Why does it exist?
- What culture must it operate in?
- What talent, skills, beliefs, behavior, strengths and crucial job experience must the person have in order to be effective in this position?

2. Sourcing -- Once you have a clear picture of what the role will demand out of the person who will fill it, you can start searching for candidates.

3. Screening -- Using what you have learned in the identification stage, you can screen for:

- Cultural fit
- Crucial job experience
- Skills
- Strengths
- Talents
- Beliefs
- Communication style
- Weaknesses that may neutralize strengths and skills
- Execution issues they will

An effective screening program is one where each element is measured objectively. From this objective analysis, you are able to identify the Hiring Gap in the candidate. The Hiring Gap is the gap the candidate has as compared to the Ideal Candidate Profile created in the Identification Stage.

Once the Hiring Gap is identified, then you can determine if the gap is something you have the resources to augment the gaps of the candidate if you choose to hire them.

4. Recruiting(Hiring)--Recruiting is often confused as the entire process of filling a position. In reality, it is only one, and the final stage in the process. Recruiting is the act of convincing qualified candidates they are a perfect match for the position. After you screen your candidates down to the finalists, you need to start recruiting them to join your team.

Typically what is needed to accomplish this is:

Conditions of employment: A description of the personal development program the candidate agrees to in order to perform better in this role. These are the issues uncovered in the Hiring Gap analysis.

Key accountabilities: Key metrics by which their performance is measured

Purpose of the position: Why the role exists

Compensation plan: What they will be paid

Commission/bonus program: How they get paid.

Benefit package: A description of additional compensation

Job description: A description of the job. It typically identifies a job title, who they report to, a brief summary of the assignment, the expectations and a description of essential job tasks and duties.