



# Hiring Strategies

GLOBAL COURSEWARE

# Getting Started

---

By learning how to utilize the information we have to find the best candidates and reviewing not only the job requirements, but the candidate's attributes, you can hire the best people for your company.

# Workshop Objectives



- Know how to present the current open position
- Develop a workable hiring strategy
- Know how to determine which candidates to interview
- Welcome newly hired employees
- Find potential candidates for the position



//

*If a job is worth doing, it is worth doing well.*

*Proverb*

## MODULE TWO

# Defining and Knowing the Position

During interviews, you will need to be able to define and describe the position to the potential employee so that they are not surprised or left in the dark.



# Know the Position

---

- What does this position require?
- What kind of skills will be needed?
- How did the previous employee handle the position?

# Needs Analysis

---

Hiring a new employee can be a great asset to the company – if they are needed.





# Job Analysis

---

Reviewing  
necessary job  
responsibility

Determining the  
required duties  
and tasks of the  
position

Deciding how to  
market the  
position effectively

# Task Analysis

---

After the job analysis is complete, many tasks and duties are defined and can further be analyzed for the perfect employee candidate.



# Practical Illustration



- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis

# Module Two: Review Questions

1. A new person cannot be hired for a position unless what?

A. They pay an application fee

B. The hiring manager knows the position

C. The hiring manager conducts three interviews

D. They have over fifteen references

# Module Two: Review Questions

2. Which of the following is a statement used to learn more about a position?

A. "What time will they go to lunch?"

B. "How much vacation will they have?"

C. "What kind of skills will be needed?"

D. "What size desk will they need?"

# Module Two: Review Questions

3. What is the purpose of performing a needs analysis?

A. Determine what a job position consists of

B. Determine the amount of pay per employee

C. Determine future employee needs

D. Determine what kind of person to hire

# Module Two: Review Questions

4. A needs analysis can help detect what?

A. An under-filled position

B. A lack of office supplies

C. An analysis of office furniture

D. An over-qualified employee

# Module Two: Review Questions

5. What is the purpose of a job analysis?

A. Analyzing company spending

B. Conducting a panel interview

C. Determining the proper dress code

D. Collecting demographics about a position

# Module Two: Review Questions

6. Which of the following is one process of a job analysis?

A. Researching similar jobs

B. Creating new job descriptions

C. Determining what kind of supplies to buy

D. Finding out what the competition is paying their employees

# Module Two: Review Questions

7. What is one step of a task analysis?

A. Determining the most accurate salary range

B. Determining individual task difficulty

C. Determining the number of employees needed in a job

D. Determining if the position will have growth

# Module Two: Review Questions

8. Task analysis can help create what for the company?

A. Employee retreats

B. Job descriptions

C. Training programs

D. Interview protocols

# Module Two: Review Questions

9. When hiring for a new position, who can offer input into the hiring strategies?

A. Sales clerk

B. Managers

C. Customer service

D. Telephone clerk

# Module Two: Review Questions

10. The best way to complete a task analysis is to \_\_\_\_\_.

A. Ask the manager

B. Work with the employee

C. Observe others in that role

D. B and C



//

*You need to have a collaborative hiring process.*

*Steve Jobs*

# Hiring Strategy

Developing a hiring 'strategy' may seem a little extreme, but it is actually a helpful tool when preparing to hire a new employee.



# Company Information

---

- Will the company grow more in the future?
- Will I need to downsize this position/department in the future?
- Do I need one person to handle this position? More than one?

# Salary Range

---

Money is a large driving force behind job descriptions and finding new employees.





# Top Performers

---

When hiring for an open position, try to pull in candidates that can mimic and adopt these characteristics once they join the organization.

# Be Prepared

---

- Know the aspects of the job before looking for candidates
- Team with managers to examine potential new hires



# Practical Illustration



- Company Information
- Salary Range
- Top Performers
- Be Prepared

# Module Three: Review Questions

1. It is important to consider what, when hiring new people?

A. How your hair looks

B. Previous company changes

C. How many employees are on vacation

D. The size of the department cubicles

# Module Three: Review Questions

2. Company surges and shortages can predict what?

A. The menu in the cafeteria

B. The amount of time off for each employee

C. The company employment needs

D. The assignment of parking spaces

# Module Three: Review Questions

3. Why is it important to have a competitive salary range?

A. It makes the company look good

B. It is easier to maintain over time

C. It can affect a candidate's choice  
in employment

D. It can make the company look  
cheap

# Module Three: Review Questions

4. When researching the open position, it is important to know what about salary?

A. If it will increase or decrease in the future

B. If the competition will find out your current range

C. If the price of the US dollar will increase

D. If the manager's salary will change

# Module Three: Review Questions

5. What is a characteristic of a top performer?

A. They come to work even if they are sick

B. They take a lot of vacation time

C. They are liked by everyone

D. They have a good work ethic

# Module Three: Review Questions

6. Hiring managers hope to hire employee that will do what?

A. Mimic top performers

B. Assist the top performers

C. Commit to stay for several years

D. Do what they are told

# Module Three: Review Questions

7. One thing that should be included in an emergency hiring strategy is what?

A. A list of back-up employees

B. Information for a staffing agency

C. Information for the unemployment office

D. A notice regarding over-time pay

# Module Three: Review Questions

8. Why is it important to have an emergency hiring strategy?

A. To finish hiring someone in a hurry

B. In case too many employees go on vacation at once

C. In case of short staffing

D. To add to the emergency exit plan

# Module Three: Review Questions

9. What is a helpful tool in the hiring practices of a company?

A. A sales agency

B. A law firm

C. A strategy

D. A bank

# Module Three: Review Questions

10. A company's \_\_\_\_\_, can help predict any changes or growth surges ahead of time.

A. Departments

B. Employees

C. History

D. None of the above



“

*Look for people who will aim for the remarkable and who will not settle for the routine.*

*David Ogilvy*

## MODULE FOUR

# Lure in Great Candidates

One of the first steps to finding great employees is determining what type of person will fit into the new position and the company.



# Advertise Where Candidates Visit

---

When planning to advertise, it's important to put your company name where you want to get candidate's attention.

# Develop Corporate Citizenship

---

Corporate citizenship is the process of a corporation working together to share responsibility and initiatives.





# Treat Your Candidates Well

---

It is always good practice to be nice and treat candidates with respect. They will return the favor.

# Look at the Competition

---

Sometimes the employee just needs to know what's out there, and with a little nudge, they can make the decision to join your company.



# Practical Illustration



- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Look at the Competition

# Module Four: Review Questions

1. Where is one effective place to advertise online?

A. Facebook

B. Job-specific websites

C. The company blogs

D. Personal's websites

# Module Four: Review Questions

2. Where is one effective place to advertise in print form?

A. Public libraries

B. Grocery stores

C. College campuses

D. Hospitals

# Module Four: Review Questions

## 3. What is corporate citizenship?

A. A corporation composed of different ethnicities

B. A corporation with only American employees

C. A corporation working together as one entity

D. A corporation with over 1,000 employees

# Module Four: Review Questions

4. Corporate citizenship can lure in new candidates because \_\_\_\_\_.

A. It makes them feel like part of a team

B. It allows them to work individually

C. It gives them a chance for promotions

D. It makes them feel as if their actions don't matter

# Module Four: Review Questions

5. Treating your candidates well can lead to what?

A. Early retirements

B. More layoffs

C. Lower wages

D. Loyal employees

# Module Four: Review Questions

6. If candidates are treated badly, it could do what to the company?

A. Give it a bad reputation

B. Make it more popular

C. Make it appear tougher on employees

D. Allow it to hire less qualified people

# Module Four: Review Questions

7. What does it mean to poach the competition?

A. Buy breakfast for their employees periodically

B. Look for candidates employed by rival companies

C. Negotiating with management to 'trade' employees

D. Having more productivity than them

# Module Four: Review Questions

8. Why is poaching the competition a cautious practice?

A. It can be hard to do

B. It can prove unsuccessful

C. It can make your company look  
bad

D. It can upset your current  
employees

# Module Four: Review Questions

9. When planning to advertise, it's important to put your \_\_\_\_\_ where you want to get candidate's attention.

A. Ad

B. Company name

C. Job description

D. None of the above

# Module Four: Review Questions

10. Treat candidates with respect, and in turn they will \_\_\_\_\_.

A. Be hired

B. Speak well of you and your company

C. Demand higher wages

D. Look at the competition



//

---

*Take time to appreciate employees and they will reciprocate in a thousand ways.*

*Bob Nelson*

# Filtering Applicants to Interview

This filtering process allows you to see which candidates deserve a personal interview based on their skills or attributes while removing the ones that do not.



# Put Lots of Weight on Cover Letters

---

Although the cover letter is often forgotten, it is an important introduction for any person applying for a job.

# Grading Resumes

---

Remember what the position calls for (tasks, duties, responsibilities) and review the resume for these key needs.





# Internet Search

---

Since you never know what a search will produce, don't let it be the deciding factor when it comes to hiring.

# Initial Phone Interview

---

If the initial phone interview goes well, bring them in for a face-to-face interview to look into their qualifications further.



# Practical Illustration



- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview

# Module Five: Review Questions

1. What is one thing that is considered a 'Do' on a resume?

A. Use long paragraphs

B. Including references

C. Not including jobs you were  
fired from

D. Use shorthand terms

# Module Five: Review Questions

2. What is one thing that is considered a 'Don't' on a resume?

A. Including past manager information

B. Listing previous job details

C. Over-generalizing

D. Complete a spell-check

# Module Five: Review Questions

3. Why is the cover letter of a resume important?

A. It saves the manager from having to read the resume

B. It allows the company to create a profile

C. It portrays the candidate's personality

D. It saves paper

# Module Five: Review Questions

4. If an applicant turns in a resume without a cover letter, the hiring manager will \_\_\_\_\_.

A. Not give them an interview

B. Call the candidate to ask for one

C. Ask for one at the time of the interview

D. Proceed as normal

# Module Five: Review Questions

5. 'Googling' a person helps detect their what?

A. Amount of personal photos

B. Personal information

C. Amount of personal blogs

D. Internet presence

# Module Five: Review Questions

6. Always remember that what you find on the Internet should \_\_\_\_\_.

A. Not be the only hiring factor

B. Be talked about in the interview

C. Not matter at all

D. Determine if a person is hired

# Module Five: Review Questions

7. A phone interview can help gauge what?

A. Sales skills

B. Communication skills

C. Math skills

D. Technology skills

# Module Five: Review Questions

8. Phone interviews are a great tool for conducting what?

A. Personal satisfaction surveys

B. Questions about job skills

C. Introductory interviews

D. Questions about work schedules

# Module Five: Review Questions

9. The \_\_\_\_\_ are/is an important introduction for any person applying for a job.

A. Resume

B. Cover letter

C. References

D. Phone interview

# Module Five: Review Questions

10. Many job seekers disregard their \_\_\_\_\_.

A. Cover letter

B. Qualifications

C. Online presence

D. None of the above



//

---

*Today, when I hire, I look for people who want to be trained or molded.*

*Bobby Flay*

# The Interview (I)

Interviews are the classic way for hiring managers to meet with candidates and get to know their skills and qualifications.



# Introduce Everyone

---

If the interview is done one-on-one, the interviewer and candidate exchange names and usually shake hands.

# Use a Panel

---

Interview panels generally consist of a lead interviewer with two to three secondary interviewers.





# Match the Interview to the Job

---

A better tactic for an interview is to match it to the job that the applicant is coming in for.

# Types of Questions

---

- Situation
- Task
- Action
- Result



# Practical Illustration



- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions

# Module Six: Review Questions

1. Why is it important to introduce all parties in an interview?

A. To establish lead interviewers

B. To make everyone feel more comfortable

C. To make everyone feel nervous

D. To determine who will go first

# Module Six: Review Questions

2. One way to start introductions is to do what?

A. Pick someone at random

B. Make the candidate speak first

C. Tell something about yourself

D. Begin asking questions right away

# Module Six: Review Questions

3. What is a benefit of using a panel during interviews?

A. It makes the panel feel powerful

B. It makes use of the empty space in the room

C. It gains different perspectives

D. It allows the interviewer to do less work

# Module Six: Review Questions

4. When using a panel, the manager must establish what?

A. A rating system

B. A secret language

C. A voice recorder

D. A video camera

# Module Six: Review Questions

5. What is one way of matching the interview to the job?

A. Having the interview in your office only

B. Letting some current employees watch the interview

C. Telling the candidate about the job in detail

D. Holding the interview in the work area

# Module Six: Review Questions

6. What is an advantage of matching the interview to the job?

A. The candidate has better picture of the job

B. The candidate gets a head start on training

C. The manager gets out of the office periodically

D. The manager can ask nearby employees to help

# Module Six: Review Questions

7. The STAR method bases questions on the candidate's what?

A. Cover letter

B. Resume

C. References

D. Application

# Module Six: Review Questions

8. Which of the following cannot be asked in an interview?

A. Questions regarding previous managers

B. Questions regarding education level

C. Questions regarding religion

D. Questions regarding shift preferences

# Module Six: Review Questions

9. In total, how many interviewers are included in a panel interview process?

A. Two - three

B. Three - four

C. Five - six

D. Ten

# Module Six: Review Questions

10. If possible, bring the \_\_\_\_\_ to the interview

A. Candidate

B. Resume

C. Cover letter

D. Environment



//

*Confidence has a lot to do with interviewing – that and timing.*

*Michael Parkinson*

# The Interview (II)

An effective interview can help find a qualified candidate quickly while weeding out the applicants that are not.



# Tell Me About My Company

---

Did they not do their research before coming in? Did they not go the extra mile?

# Distractions

---

When you are conducting an interview, you want your full attention on the candidate and the questions at hand.





# Interview More Than Once

---

- Proper dress code
- Pay or salary range
- Specific job assignments

# Wrap Up

---

Before the applicant leaves, ask them if they have any questions for you and if there was anything that was not covered in the interview.



# Practical Illustration



- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up

# Module Seven: Review Questions

1. A candidate that does not know anything about the company in an interview shows what?

A. The candidate is very busy

B. A lack on initiative

C. A quick learner

D. The candidate tried to find out but couldn't

# Module Seven: Review Questions

2. What is one thing a candidate should know about the company?

A. The number of employees that were recently hired

B. The name of the department managers

C. What the company produces/does

D. What the company does for a Christmas party

# Module Seven: Review Questions

3. If a cell phone is not turned off before an interview, it is a sign of what?

A. Carelessness

B. Forgetfulness

C. Disrespect

D. Indifference

# Module Seven: Review Questions

4. One example of a distraction in an office area is what?

A. Stacks of paperwork

B. The candidate's resume

C. A cup full of pens

D. An empty trash can

# Module Seven: Review Questions

5. What is a benefit of conducting more than one interview?

A. To lead on the candidate

B. To have more time to decide on a candidate

C. To kill time

D. To cover more topics

# Module Seven: Review Questions

6. A second interview is best to discuss what?

A. Job specific details

B. Previous work experience

C. Job interest

D. Education experience

# Module Seven: Review Questions

7. When wrapping up an interview, don't forget to \_\_\_\_\_.

A. Tell the applicant about the job salary

B. Verify the applicant's contact information

C. Ask the applicant for more references

D. Tell the applicant about the stock offering

# Module Seven: Review Questions

8. Before letting the applicant leave, offer them what?

A. A piece of candy

B. The names of department head

C. A reasonable follow up time

D. A key to the employee lounge

# Module Seven: Review Questions

9. A candidate should always come prepared to an interview.

A. True

B. False

# Module Seven: Review Questions

10. If the applicant's phone rings/dings, consider that \_\_\_\_\_.

A. A good sign

B. A red flag

C. A sign of the candidate's  
popularity

D. None of the above



//

---

*The key for us, number one, has always been hiring very smart people.*

*Bill Gates*

# Selection Process (I)

Know the candidate you want to select before taking them to the next lengthy step of the hiring process.



# Testing

---

Certain tests analyze a person's behaviors and traits that you may not be able to gather from an interview alone.

# Look for Passion and Enthusiasm

---

Punctuality and honesty are great traits to have in any employee, but traits like these do not make employees unique.





# Background Checks

---

A background check generally covers driving records, credit reports and past employment, although they can go more in-depth, depending on the position.

# Trust Your Instincts

---

Instincts help guide us when we feel as though we're in danger or when we have a 'hunch' about something.



# Practical Illustration



- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts

# Module Eight: Review Questions

1. What is an example of a test used for new employees?

A. An eye test

B. A typing test

C. A math test

D. A navigation test

# Module Eight: Review Questions

2. Over 90% of jobs require what kind of test?

A. A writing test

B. A customer service test

C. A drug test

D. A vision test

# Module Eight: Review Questions

3. Employees that do not have job enthusiasm can lead to what?

A. Increased boredom

B. More vacation time requests

C. Lower productivity

D. Depression

# Module Eight: Review Questions

4. One sign of job enthusiasm includes what?

A. Desire to learn or train

B. Coming to work every day

C. Clocking in on time

D. Wanting to take time off

# Module Eight: Review Questions

5. Background checks are a form of what?

A. Paperwork

B. Hassle

C. Obstacle

D. Security

# Module Eight: Review Questions

6. Applicants must give what, in order to conduct a background check?

A. Consent

B. A fee

C. A photo ID

D. References

# Module Eight: Review Questions

7. Second guessing your instincts can cause what?

A. An annoyed candidate

B. A prolonged hiring process

C. A quick interview

D. A longer written application

# Module Eight: Review Questions

8. What is one thing that can impact our instincts?

A. Forms of handwriting

B. Choice of clothing

C. Body language

D. Hairstyles

# Module Eight: Review Questions

9. What trait is important in a new hire?

A. Punctuality

B. Honesty

C. A and B

D. Neither A nor B

# Module Eight: Review Questions

10. Despite having a glowing resume, a candidate that demonstrates \_\_\_\_\_ may not be a good choice.

A. Positive body language

B. Eloquent speech

C. Good hygiene

D. None of the above



//

*A company is only as good as the people it keeps.*

*Mary Kay Ash*

## Selection Process (II)

Keep the candidates you don't hire on file for back up and focus your energy on the candidates that did make it through your screening process.



# Education Level vs. Experience

---

Resumes are not usually balanced in that the candidate has a longer list of past job experiences vs. a longer list of education and degrees.

# Have a Consensus

---

- Consult with all interviewers
- Compare notes and ratings
- Ask for opinions and perspectives





# Keep Non-Hires on File

---

Although they were not chosen this time, it is a good idea to keep these files on hand for future use.

# Checking References

---

- Determine what you want to know from the reference
- Prepare questions before checking with the reference



# Practical Illustration



- Education Level vs. Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References

# Module Nine: Review Questions

1. What is one benefit of having more education?

A. Getting to work with lots of other students

B. Having the latest knowledge of the industry

C. Knowing how to follow directions

D. Having more knowledge of grading guidelines

# Module Nine: Review Questions

2. What is one benefit of having more experience?

A. Having more people skills

B. Knowing more about industry establishments

C. Having more first-hand knowledge

D. Gaining more vacation time

# Module Nine: Review Questions

3. What is a consensus?

A. A count of employees

B. A written contract

C. A joint agreement

D. A verbal agreement

# Module Nine: Review Questions

4. What is one way to build a consensus?

A. Compare opinions

B. Talk over each other

C. Think independently

D. Write a report

# Module Nine: Review Questions

5. What is one reason to keep files for non-hired candidates?

A. In case of a law suit

B. To have everyone's home phone number

C. In case the candidate asks for their records

D. To revisit later if needed

# Module Nine: Review Questions

6. When storing files of non-hired candidates, it is a good idea to store them by what?

A. Desire to hire

B. Hair color

C. Height

D. Order they were interviewed

# Module Nine: Review Questions

7. When checking references, ask to speak to whom?

A. A coworker

B. A manager

C. The CEO

D. The secretary

# Module Nine: Review Questions

8. Before calling a candidate's references, be sure to have what?

A. Consent from the applicant

B. A fake name to give

C. A list of prepared questions

D. An address to send a thank you card

# Module Nine: Review Questions

9. How can a hiring panel come to a conclusion?

A. Consult with one another

B. Compare notes

C. Ask for opinions

D. All of the above

# Module Nine: Review Questions

10. When checking references, what is a good guideline?

A. Focus on professional references

B. Speak directly to the candidate's former manager

C. Prepare questions

D. All of the above

A black and white photograph showing the silhouettes of a group of about ten people standing on a beach, holding hands. They are facing away from the camera towards the ocean. The sky is a mix of dark and light tones, suggesting a sunset or sunrise. A thin white horizontal line is positioned above the main text.

//

*You can employ men and hire hands to work for you, but you must win their hearts to have them work with you.*

*Merle Shain*

## MODULE TEN

# Making an Offer

The job offer can be negotiable, but in the end, it is up to you who will fill the position.



# Do It Quickly

---

Time is an important factor when making a job offer and bringing a new hire into the onboarding process.

# Employment Details

---

- Assignments/daily duties
- Hours/shifts and lunches and breaks
- Job expectations





# Notify Rejected Candidates

---

Always remember to be polite and honest – after all, rejection is never easy to hear.

# Be Creative

---

One of the great things about a job offer is that it can be negotiable and flexible, depending on the company and employee needs.



# Practical Illustration



- Do It Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative

# Module Ten: Review Questions

1. Why is it important to make a job offer quickly after an interview?

A. The candidate could pester the office

B. The candidate may lose interest

C. The manager may lose interest

D. The manager may change their mind

# Module Ten: Review Questions

2. What should the hiring manager do if the candidate does not answer right away?

A. Beg for an answer right away

B. Retract the job offer

C. Set a deadline for an answer

D. Send the offer again

# Module Ten: Review Questions

3. Including employment details in the job offer does what for the candidate?

A. Gives them a bigger to do list

B. Begins employee training early

C. Creates a better picture of the job

D. Makes them want to quit before they start

# Module Ten: Review Questions

4. Which of the following should be included in the employment details?

A. Job assignments

B. Salary offer

C. Vacation time

D. Dress code

# Module Ten: Review Questions

5. Why is it important to notify rejected candidates?

A. It makes them stop bugging you about it

B. It keeps them from feeling despaired

C. It allows the manager to focus on the hired candidate

D. It allows candidates to move on

# Module Ten: Review Questions

6. What is one way to properly notify a rejected candidate?

A. With a phone call

B. By email

C. Posting it on Twitter

D. Sending a Facebook message

# Module Ten: Review Questions

7. What is a benefit of being more creative with a job offer?

A. The manager gets to have their way

B. The employees are happier

C. The manager has less work to do

D. The employee gets to make all of the decisions

# Module Ten: Review Questions

8. Job offers should always remain \_\_\_\_\_.

A. Solid

B. Unyielding

C. Negotiable

D. Vague

# Module Ten: Review Questions

9. When notifying a large number of unsuccessful candidates, a hiring manager will likely \_\_\_\_\_.

A. Call each of them

B. Send a mass email

C. Send a formal letter to each

D. All of the above

# Module Ten: Review Questions

10. Many employees want to have a work-life balance.

A. True

B. False



//

*What high-performing companies should be striving to create:  
a great place for great people to do great work.*

*Marilyn Carlson*

# Onboarding

Onboarding is a term used to define the process of welcoming a new hire and helping them become a productive employee.



# Training and Orientation

---

The company orientation is a process that is used to welcome and introduce the new employee to the company.

# Mentoring

---

They will need guidance from management and coworkers to help them understand their role in the company and how the team works together.





# 30-60-90 Day Reviews

---

**30 days**

- Review introductory information
- Gauge how they are adjusting

**60 days**

- Review current progress
- Set goals for the next meeting

**90 days**

- Review the past 90 days
- Make goals for the future

# Make Them Feel Welcome

---

- Make introductions between employees
- Be available for questions and assistance



# Practical Illustration



- Training and Orientation
- Mentoring
- 30-60-90 Day Reviews
- Make Them Feel Welcome

# Module Eleven: Review Questions

1. Orientation typically covers what?

A. Job assignments

B. Company policies and  
procedures

C. Department processes

D. Job tasks

# Module Eleven: Review Questions

2. What is one topic to cover when training new employees?

A. Dress code

B. Employee benefits

C. Reviewing job duties

D. Contacting human resources

# Module Eleven: Review Questions

3. How does mentoring benefit the new employee?

A. Makes sure they don't break anything

B. Monitors their production stats

C. Guides them as they learn a new job

D. Gives them a report of their activity at the end of the day

# Module Eleven: Review Questions

4. Who can be a mentor to a new employee?

A. A coworker

B. A manager

C. A team lead

D. All of the above

# Module Eleven: Review Questions

5. 30-60-90-day reviews are important in order to offer what to the employee?

A. Discipline

B. A paycheck

C. Vacation time

D. Feedback

# Module Eleven: Review Questions

6. What is one thing to establish during each review?

A. New goals

B. Break times

C. Shift hours

D. New work orders

# Module Eleven: Review Questions

7. What is one way of making an employee feel welcome in the company?

A. Throw them a party

B. Introducing them to everyone

C. Have them watch a video about the company

D. Let them watch the other employees work for a while

# Module Eleven: Review Questions

8. After welcoming a new employee, assure that you will what?

A. Be watching them closely

B. Follow up with them in 30 days

C. Be available for assistance

D. Send them an email periodically

# Module Eleven: Review Questions

9. When an employee is hired, a \_\_\_\_\_ is often assigned to see how they perform in the first few months on the job.

A. Coworker

B. Probationary period

C. Team lead

D. Mentor

# Module Eleven: Review Questions

10. Being the new hire at work can be just as terrifying as \_\_\_\_\_.

A. Walking through a haunted house

B. Being the new kid at school

C. Going to the dentist

D. Encountering a bear

# Wrapping Up

Although this workshop is coming to a close, we hope that your journey to developing your Hiring Strategies is just beginning.



## Words From the Wise

*When hiring key employees, there are only two qualities to look for: judgment and taste. Almost everything else can be bought by the yard.*

**- John W. Gardner**

*Good management consists of showing average people how to do the work of superior people.*

**- John D. Rockefeller**

*If we weren't still hiring great people and pushing ahead at full speed, it would be easy to fall behind and become a mediocre company.*

**- Bill Gates**

*When you hire people that are smarter than you are, you've proven that you are smarter than they are.*

**- R.H. Grant**