



HABO VILLAGE

Helping Leaders Build Passion & Provision® Companies

SMALL BUSINESS HIRING BLUEPRINT

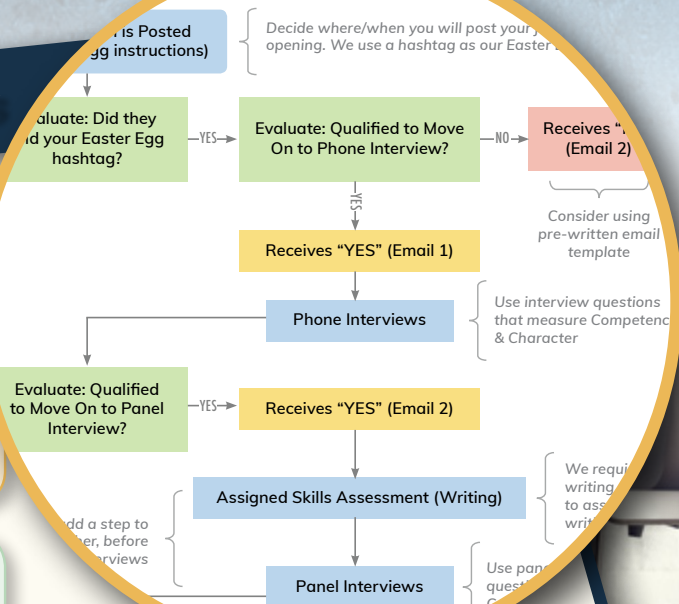
Proven 3-phase hiring method that instantly weeds out 86% of applicants and consistently finds great people.

Step-by-Step Instructions

IDENTIFYING YOUR NEEDS

FILTERING FOR BEST FIT

ONBOARDING & EVALUATION



Welcome to your Small Business Hiring Blueprint

This is the EXACT Step-by-Step process I use to attract, filter, and keep quality employees who not only excel at their jobs, but become an integral part of our team.

Better still, it's a repeatable system I have applied to numerous job positions, during different seasons of business, with a variety of team members. And it works!

It's also the system I have been fortunate enough to train my staff on how to implement, so that my main focus as the company leader is on the last few steps of each phase, instead of getting bogged down in each and every step.

And I can't wait to share it with you!

Here at HaBO Village, we believe you can build a company filled with both profit and joy (what we call Passion & Provision®) and hiring the right people for the right position is a key component of building a successful small business.

Let's go...

Keep growing,

Michael K. Redman

Michael K. Redman

Founder & CEO

HaBO Village & Half a Bubble Out Marketing

The “Secret Sauce”

The real “Secret Sauce” of this Small Business Hiring Blueprint is being intentional during the entire hiring process-- to look for and filter for the two core components of trust: Competence and Character. These are detailed out in Stephen M. R. Covey’s book, **The Speed of Trust**. They are simple, but incredibly powerful:

COMPETENCE

Capabilities – these are the talents, attitudes, skills, knowledge and style your applicant uses to produce results. This can also include potential you see for growth in their capabilities as your company grows.

Results – this includes the applicant’s track record, performance and ability to get the right things done well. Do they have a positive reputation for performing or producing?

CHARACTER

Integrity – this is basically the applicant’s honesty. It’s not just about telling the truth, but about being congruent with who they are and what they believe. Does what they say line up with what you are seeing?

Intent – this is basically the applicant’s motives and agenda. Are their motives focused on their own gain or does it benefit the whole team?

“There are no moral shortcuts in the game of business—or life. There are, basically, three kinds of people; the unsuccessful, the temporarily successful and those who become and remain successful. The difference is character.”

– JON HUNTSMAN, CHAIRMAN, HUNTSMAN CHEMICAL

“I look for three things in hiring people. The first is personal integrity, the second is intelligence, and the third is high energy level. But, if you don’t have the first, the other two will kill you.”

– WARREN BUFFETT, CEO, BERKSHIRE HATHAWAY

One of the BEST ways to filter out candidates who are not a good fit for your company is to screen for these two powerful components [Competence AND Character] at EVERY step of the hiring process!

Hiring Blueprint Mindmap


This Blueprint Mindmap has 3 sections, and each section is an important phase in the hiring process: Identifying your needs, Filtering for Best Fit, and Onboarding & Evaluation.



IDENTIFYING YOUR NEEDS

FILTERING FOR BEST FIT

ONBOARDING & EVALUATION



You might wonder why we include Onboarding & Evaluation as Phase 3 of the hiring process... that's because we have learned that even though someone accepts a job at your company, you still need to be in the hiring mindset, sometimes for **up to one year**. This phase is where you really start to see if the Competence and Character you identified in the hiring process is really this employee's 'day to day.' Many times, there is a probation period just for this reason. It gives you and your team a chance to assess if the new employee is a good fit for the position and for your company, as well as gives them the opportunity to see if your company is a good fit for them.

Identifying Your Needs

NEEDS ASSESSMENT

Short term vs. Long term needs of your business

Will the position be full-time, part-time, temporary?

What kind of person / personality do you need?

What Competencies will you look for?

What Character aspects will you look for?

WRITING THE JOB DESCRIPTION

Engaging and Unique to Your Company

Speak to Character

Speak to Competence

Consider a Skill Assessment (such as writing, tech skills, or degrees/certifications)



Filtering For Best Fit *Part 1 of 3*

POSTING & PROMOTING THE POSITION

Posting Job Openings

- Consider Free Platforms vs. Paid Platforms
- Consider platforms or locations your target employee spends time or where they will see your posting.
- Post Platforms/Locations:
 - Craigslist
 - Social Media (Facebook, LinkedIn, etc)
 - Job websites (like Indeed.com)
 - Word of mouth
 - Newspaper
 - Local job fairs
 - Trade or industry publications

Filtering For Best Fit *Part 2 of 3*

APPLICATION PROCESS

Filtering Applicants

- PRO TIP: Include an 'Easter Egg' in your job description to weed people out who didn't read it thoroughly or who can't follow directions. Example: Ask them to include a specific #hashtag in their email subject line when they send in their application

Communicating with applicants (*See Workflow example on page 10)

Reviewing Applications and Assessments

- How will you assess for Competence?
 - Example: Applicant must include Writing Samples, or a Digital Portfolio
- How will you assess for Character?
 - Example: Reference checks, Have them write a personal story

Filtering For Best Fit *Part 3 of 3*

INTERVIEW PROCESS

Phone interviews

- Specific interview questions that assess for Competence & Character

Panel & Final interviews

- Specific interview questions that assess for Competence & Character
- Consider EQ (Emotional Quotient/Intelligence)
- Consider personality (Myers Briggs, fits with your company culture, fits tasks of the job)
- Consider alignment of character with your company's Core Values
- Consider **The Ideal Team Player** methodology: Are they hungry, humble, smart?

Onboarding & Evaluation

TRAINING & ONBOARDING

Shadowing

Video Training

EVALUATIONS

30 Day Check In (Informal)

90 Day Evaluation

6 Month Evaluation

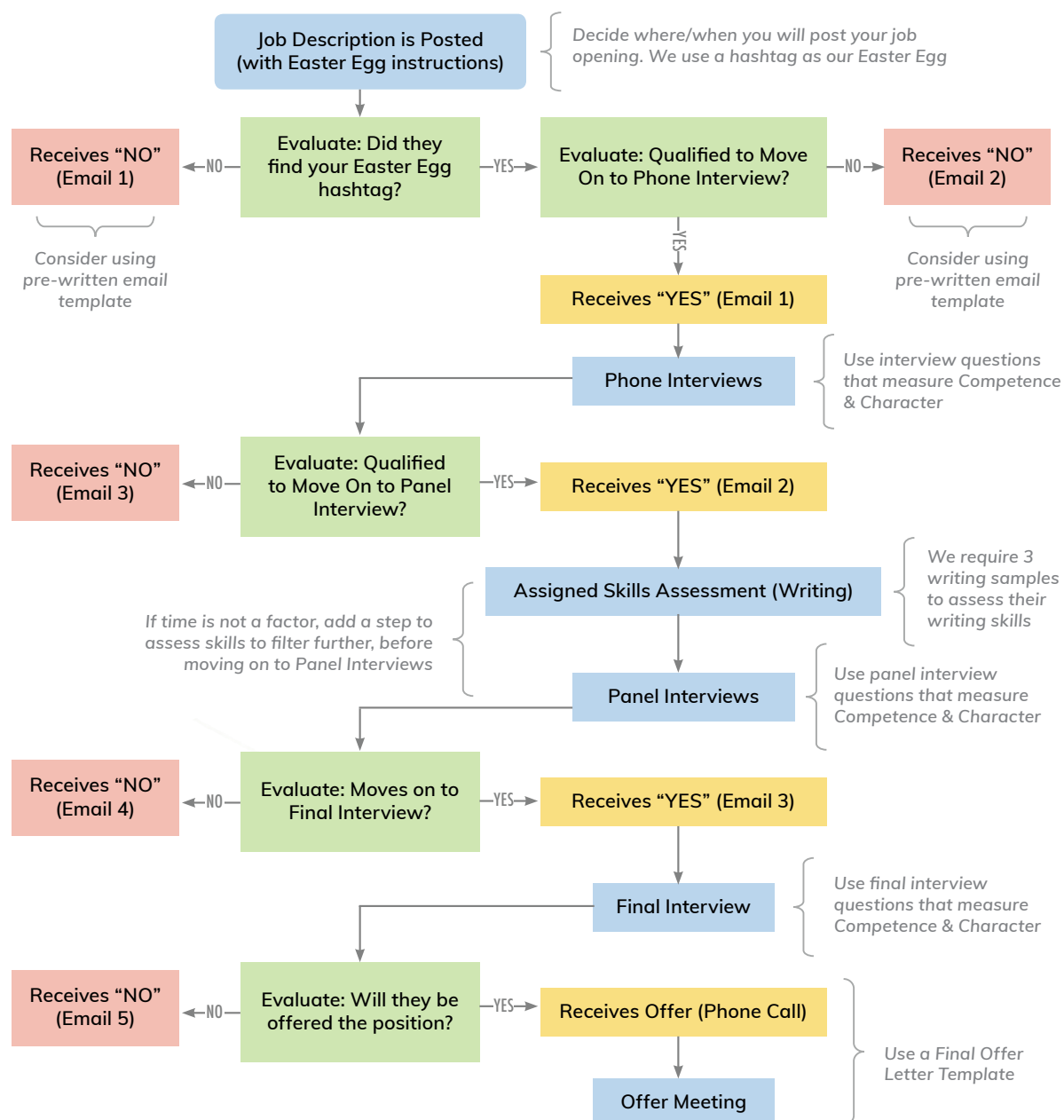
1 Year Evaluation

Daily and Weekly check-ins should be happening for feedback on specific tasks or situations that have arisen.

PRO TIP: Do NOT wait for a 30 day or 60 day evaluation to give specific feedback. The closer the feedback is to the situation/action, the more likely you are to see change and improvement in your new hire.

Phase 2: Filtering for Best Fit Hiring Process Workflow

Once you have completed **Phase 1: Identifying your Needs** and you have posted your job description, you will start receiving notifications from applicants. This is an example of the workflow our marketing company, Half a Bubble Out, uses to manage **Phase 2** of the hiring process which includes accepting applications, communicating with applicants, and filtering down to the last formal interviews and job offers.



Final Thoughts

Creating a Passion & Provision® company will be one of the most rewarding (and profitable) adventures you embark on as a leader. It creates stability, reduces stress and will deepen relationships with your employees and customers.

However, it is important to build your company with a holistic strategy. Without this you'll work a lot more, experience high attrition and things will get unnecessarily stressful... and nobody wants that. This is why we've poured so much into this Small Business Hiring Blueprint. It's a comprehensive outline for the main phases of hiring, with steps for you to consider and implement in your company's hiring process.

Your next step is to join us on this grand adventure of leading your small business! It's going to be awesome, and we can't wait!

So buckle up, things are about to get fun!

