

HFK Document Definitions

1. **HFK process to follow** - This document is used to track the progress of each applicant from beginning to end.
2. **Prescreen document** - This is designed to identify non-negotiables prior to receiving an application.
3. **Job-specific application** - Designed to give you specific information about past salary, drug test approval, and contacts with previous co-workers.
4. **A. Interview Review Guide (p. 1)** - This should be reviewed by the interviewer prior to each interview.
B. The Interview (p. 2) - These are the questions that assist you in determining if they are a fit for your team.
5. **Report Card** - This document is used to evaluate the new employee from their co-worker's perspective. It is the topic of discussion for the 30, 60, and 90-day reviews.
6. **Critical Competencies** - This is a list of competencies for the position being applied for and should be selected before the interview is conducted.

OVERVIEW:

If your candidate completed the prescreen and will be sent an application that is the time to communicate the process for hiring. It begins with a prescreen and ends at the recommended 90-day provisional period. They are not a permanent employee until that time. Check with state laws on being an at-will state.

INTERVIEW WITH STAFF:

Explain to your staff that you desire to hire someone they enjoy working with. Explain that the candidate will approach each employee and introduce themselves. Prep your employees by asking them to help you assess the candidate's skill and knowledge. **Do not allow this step to occur if they have not completed your interview successfully.** In other words, don't waste your team member's time.

If hired, hand out the report card to every team member and have them complete the report card at 30,60, and 90-day intervals. Once completed set up a time to meet with the new candidate and go over their report cards. If there is anything that is not corrected by the 90-day review you must communicate that they are not eligible to become a permanent employee.

CONSULTING:

Consulting sessions are available to assist in developing and executing your hiring process. Go to www.leadershiplane.net to schedule a no-cost discovery call.

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