

Hiring Process Step by Step

STEP 1. Map out your business + identify your needs

- a. Make a list of EVERYTHING you do according to Categories (see Business Mapping Tool)
- b. Make a list of all the ACTIVITIES / TASKS that need to be done under each CATEGORY
- c. Identify which Activities / Tasks can be done ONLY by YOU
- d. Which Activities / Tasks can be done by someone else
- e. Evaluate the number of hours it takes to perform each Activity / Tasks
- f. Evaluate what is the hourly price that you would pay this person
- g. At the bottom of the Spreadsheet you calculate the Total of hours and the Total Cost needed
- h. Observe the Tasks and you decide what profile is most important to hire NOW

LINK => Example of Business Mapping Exercise

https://docs.google.com/spreadsheets/d/1YPUUE3pdfWx_gvO1R_02smOOrMqhFP5A-ApN_XvI_Q/edit#gid=658771986

STEP 2. Create a Job Description that includes the tasks/responsibilities + the skills that you are looking for

- a. About us - description of your Business, what you do and WHY you do it
- b. The list of tasks, responsibilities that this person will have to do
- c. The list of Skills & Abilities that you are looking for
- d. The tools that you want them to master
- e. Who they will report to
- f. When they should start + how many hours per week
- g. Where is the job located
- h. The Application process
- i. More Information About US

LINK => Example of Job Description

https://docs.google.com/document/d/1351Nh_GzARMtzfx0qbHm8HUgEJVkl5ZmrnwGSHh9mng/edit

STEP 3. Personality Test

Look for a personality test that is easy and will help you know more about the person

LINK => Example of Personality Test

<https://www.16personalities.com/>

STEP 4. Questionnaire

Create a Questionnaire to get all the information you need on your Candidate before the interview

LINK => Example of Questionnaire

https://docs.google.com/forms/d/1RxdoRm10DqV3vSKn05g5XS5pIQOQGIREYNI5fI48_zM/edit

STEP 5. Screening Spreadsheet

Create a Spreadsheet with all the information you have on the Candidate

LINK => Example of Screening Spreadsheet

https://docs.google.com/spreadsheets/d/1YPUUE3pdfWx_gvO1R_02smOOrMqhFP5A-ApN_XvI_Q/edit#gid=658771986

STEP 6. Connect Questionnaire + Spreadsheet

Here is a Loom Tutorial on how to connect the Questionnaire in a Google Form to a Spreadsheet to analyse the data

LINK => Loom on how to connect Google Form with Spreadsheet

<https://www.loom.com/share/f7c7409c69dc449d8f2393b6d519a828>

STEP 7. Create a list of Questions to ask during interview #1

- a. About you
 - i. Tell me more about your Personal Background
 - ii. Tell me more about your Professional Background
 - iii. Tell me what Professional Experience you liked the most/least
 - iv. What did you like / did not like about these experiences
 - v. In an ideal scenario, what would be your dream job
 - vi. Where do you see yourself in the long term
- b. About Us
 - i. What would you like to know about our company
 - ii. What would you like to know about this position
 - iii. This is how I work
 - iv. This is what I expect from people who work with me
 - v. Importance of team spirit
 - vi. Any other questions
- c. Last check
 - i. Are we ok with the number of hours
 - ii. Are we ok with the hourly price
 - iii. Are we ok with the conditions
- d. If YES - go to Step #8 Assignment
- e. If NO - Let them know that you will get back to them and prepare an email refusal

STEP 8. Prepare an assignment to do, if they are shortlisted after interview#1

- a. Think of an assignment that is related to the position you are looking to fill
- b. Ask them to work on something that will show you their creativity, their initiative, their ideas etc...
- c. Ex - for a Social Media VA - ask them to give you suggestions on how to improve your presence on SM + to send examples of visuals

STEP 9. Check them out on Social Media

- a. Their profile picture
- b. Their title
- c. Their job experience

STEP 10. Prepare a list of Questions to ask during Interview#2

- a. Working conditions
- b. Specific hours
- c. Tools to be used - Asana, email, slack...
- d. Show them the work
- e. Agree on starting date
- f. Agree on first project to work on
- g. Agree on a date to schedule the first Training Session

STEP 11. Have the Starting date ready

- a. Be ready with when you want them to start

- b. Make sure to plan ahead of time what needs to be done for them to start working
 - i. Tasks in Asana
 - ii. Operation Manual
 - iii. Training Manual
- c. Define KPIs, goals to reach and ways to measure success
- d. Define a time for a daily check in and a weekly one on one - at least in the beginning

STEP 12. Have the hiring and onboarding process ready

- a. Create an email address if needed
- b. Create a user in Asana
- c. Have Projects and Tasks ready

STEP 13. Post the Job on SM and platforms

- a. First circles of friends & Family
- b. Colleagues from the same industry
- c. Facebook Groups
- d. Upwork