How to Hire Slow and Hire Well

Description

In <u>Season 1 Episode 4</u> of the Growth Elevated Leadership Podcast, we discussed the famous phrase – Hire Slow/Fire Fast – after many of our CEO guests referenced it in their interviews. Firing fast is pretty easy to understand, but what does it mean to Hire Slow? In this blog, we will describe a structured, data-driven approach to a recruiting process that will allow you to hire slowly, hire consistently, and most importantly, hire well.

It's All About Structure

The key to a structured hiring process is, well, structure! We've found that these simple tools, if used consistently across the organization, can provide that structure.

- Standardized Job Description Template
- Standardized Job Interview Scorecard
- Standardized Job Interview Process

While these might seem like pretty basic ideas, I have been shocked at how many companies I've worked with allow each hiring manager to write up their own job descriptions without templates, or who don't have structured interview scorecards. Even at companies who pay for an Applicant Tracking System (ATS), interviews are often conducted with a resume and a notebook – rather than a structured scorecard.

Job Description Elements

The job description should be a standard template, with instructions for each hiring manager so that they can transform the template into a customized description for their role, while retaining the structural rigor of the template. The elements of a good job description are:

- Company Description
- Role Responsibilities & Outcomes
- Professional Qualifications
- Personal Characteristics
- Compensation & Next Steps

Company Description

(*Standardized, created by marketing, approved by CEO)*

The Company Description is a short standardized paragraph that introduces the search and provides