

# PROFIT HUNTERS

TRANSFORMING INDIVIDUALS, TEAMS AND ORGANIZATIONS  
TO CAPTURE THEIR FULL PROFIT POTENTIAL



## HIRING STRATEGIES

TRAINING MANUAL

CORPORATE TRAINING MATERIALS

For details, call Tony DiRico

Office: 214.295.5237

Cell: 682.365.9021

Email: [TonyDiRico@ProfitHunters.biz](mailto:TonyDiRico@ProfitHunters.biz)

[www.BizLeadership.co](http://www.BizLeadership.co)

[www.ProfitHunters.com](http://www.ProfitHunters.com)

[www.HRWinslowReports.com](http://www.HRWinslowReports.com)

# TABLE OF CONTENTS

---

- Module One: Getting Started..... 5**
  - Workshop Objectives..... 5*
  - Pre-Assignment..... 6*
  
- Module Two: Defining and Knowing the Position ..... 7**
  - Know the Position..... 7*
  - Needs Analysis ..... 8*
  - Job Analysis..... 8*
  - Task Analysis..... 9*
  - Case Study..... 9*
  - Module Two: Review Questions..... 10*
  
- Module Three: Hiring Strategy..... 12**
  - Company Information..... 12*
  - Salary Range ..... 13*
  - Top Performers..... 13*
  - Be Prepared ..... 14*
  - Case Study..... 14*
  - Module Three: Review Questions..... 15*
  
- Module Four: Lure in Great Candidates ..... 17**
  - Advertise Where Candidates Visit ..... 17*
  - Develop Corporate Citizenship..... 18*
  - Treat Your Candidates Well ..... 18*
  - Look at the Competition ..... 18*
  - Case Study..... 19*

<i>Module Four: Review Questions</i> .....	20
<b>Module Five: Filtering Applicants to Interview</b> .....	<b>22</b>
<i>Put Lots of Weight on Cover Letters</i> .....	22
<i>Grading Resumes</i> .....	23
<i>Internet Search</i> .....	23
<i>Initial Phone Interview</i> .....	24
<i>Case Study</i> .....	24
<i>Module Five: Review Questions</i> .....	25
<b>Module Six: The Interview (I)</b> .....	<b>27</b>
<i>Introduce Everyone</i> .....	27
<i>Use a Panel</i> .....	28
<i>Match the Interview to the Job</i> .....	28
<i>Types of Questions</i> .....	28
<i>Case Study</i> .....	29
<i>Module Six: Review Questions</i> .....	30
<b>Module Seven: The Interview (II)</b> .....	<b>32</b>
<i>Tell Me About My Company</i> .....	32
<i>Distractions</i> .....	33
<i>Interview More Than Once</i> .....	33
<i>Wrap Up</i> .....	34
<i>Case Study</i> .....	34
<i>Module Seven: Review Questions</i> .....	35
<b>Module Eight: Selection Process (I)</b> .....	<b>37</b>
<i>Testing</i> .....	37
<i>Look for Passion and Enthusiasm</i> .....	<b>Error! Bookmark not defined.</b>
<i>Background Checks</i> .....	38

<i>Trust Your Instincts</i> .....	39
<i>Case Study</i> .....	39
<i>Module Eight: Review Questions</i> .....	40
<b>Module Nine: Selection Process (II)</b> .....	<b>42</b>
<i>Education Level vs. Experience</i> .....	42
<i>Have a Consensus</i> .....	43
<i>Keep Non-Hires on File</i> .....	43
<i>Checking References</i> .....	44
<i>Case Study</i> .....	44
<i>Module Nine: Review Questions</i> .....	45
<b>Module Ten: Making an Offer</b> .....	<b>47</b>
<i>Do it Quickly</i> .....	47
<i>Employment Details</i> .....	48
<i>Notify Rejected Candidates</i> .....	48
<i>Be Creative</i> .....	49
<i>Case Study</i> .....	49
<i>Module Ten: Review Questions</i> .....	50
<b>Module Eleven: Onboarding</b> .....	<b>52</b>
<i>Training and Orientation</i> .....	52
<i>Mentoring</i> .....	53
<i>30-60-90 Day Reviews</i> .....	53
<i>Make Them Feel Welcome</i> .....	54
<i>Case Study</i> .....	54
<i>Module Eleven: Review Questions</i> .....	55
<b>Module Twelve: Wrapping Up</b> .....	<b>57</b>
<i>Words from the Wise</i> .....	57