

# BETTER BUSINESS: Hiring for Managers



## Key Takeaways:

- Learning strategies to ensure you hire the best candidate for the job and avoid bad fits, candidates leaving early, and losses in training, productivity, and morale
- Identifying characteristics of positions for clear communication to candidates
- Learning methods to performing useful interviews that narrow down candidates
- Identifying means of ensuring job fit
- Observing ways to ensure a successful candidate starts on the right foot and doesn't leave shortly after being hired

## Course Description

Hiring is a regular part of every business, and with it are premature turnover, poor job fits, and unforeseen issues. The costs of any hire are significant when you account for interviews, advertisement, productivity, errors made, training costs, and cultural impact. If a hire is successful, then it ends up being well worthwhile; however, if a hire leaves after a few months, then you have to go through the costs again for a new hire. As a manager, you likely want to avoid poor hires and the costs associated with them, both financial and time costs. We have designed this course to help you do exactly that. You will learn strategies covering pre-interview actions, interviews, resume and cover letter review, social media, personality considerations, offering a position, and starting a hire off on the right foot. In this comprehensive and detailed course, we will provide you with techniques and skills to improve your hiring process.

As we will discuss, there is a lot to do before the first interview. Attracting talent is one of the major dilemmas businesses face today, clearly indicated by the amount of research and books written on the topic. Especially with generational divides, it may feel overwhelming to consider what ways will be most effective to hire competent employees who will want to stay with the company for years. We have organized general necessities to make this task easier for you. For any industry, there are things must be advertised to ensure that candidates know exactly what the job entails. Some of the information is standard, like salary or benefits, but other information is largely abstract, like skills needed, personality desired, responsibilities, or job process. Right away, we will show you the resources to consider when determining the qualities of a position. That will help in the following process of advertising the position and considering platforms to do so.

Both when selecting candidates for an interview and performing the interview, there is potential for nothing valuable to come out of it. Ever had a feeling that it's

hard to find good people? We can't promise you that there is hidden talent in your area, but we can supply you with the skills to find it. This course will give you a list of criteria for evaluating candidate potential ahead of during the interview. We will also walk through methods for asking questions and conducting interviews so that you are confident on whether a candidate will be a good fit for the position.

Lastly, this course will go through the process of securing a hire. Often, the best talent has infinite options for work. An important part of securing your dream candidate is swiftly executing the job offer. You will learn about strategies to ensure that your time isn't wasted and that you can lock down, and keep, a great hire.

Our hope through this course is to eliminate the headache that hiring can be. Through the use of animated videos, quizzes, and additional resources, we have designed this course to be easy and simple to learn, and to provide life long skills in finding talent.