



ACTION PLAN

GROW YOUR TEAM **LESSON 4**

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LESSON 4 FIND THE ONE

Congratulations on making it all the way to the final week of the **Grow Your Team** action plan! Now it's time for you to complete the final parts of the hiring process. You'll be interviewing some of your applicants, selecting your top choice, and making them a job offer.

This part of the process may be intimidating if you've never interviewed anyone before. But as you go through each step, you will become more familiar with it and gain the confidence you need to grow and expand your business. Not only will this be a positive challenge, it will also increase your skillset and the belief that you can do anything.

Action Step #10

Your first action step is to **interview your top candidates.**

Reach out to your top candidates and invite them to an interview. If you've never interviewed someone before, this might feel a little intimidating, but don't worry. It's very simple and straightforward. Your candidates will be very eager to be interviewed by you. Just show up with the questions you want to ask them, be yourself, be professional, and get the info you need from them.

If you're at a loss as to what to ask your candidates, check out our list of interview question ideas in the Resources section of this action plan. These are general

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interview questions, so we highly recommend you add some more of your own that are specific to your job or role of responsibility you're hiring for in your company.

Also, don't think you need to ask all the questions in the list of ideas. It's just a way to get you thinking about the types of questions you might want to ask. We recommend limiting your interview questions to no more than 10 - 20 at most.

Here are a few more helpful interview tips:

- Read and study the candidate's cover letter and resume beforehand so you know who you're interviewing.
- Be pleasant and open in your communication style.
- Keep your questions consistent across all your candidates so you can make a fair assessment.
- Express curiosity and interest, ask more questions if you need them to expand on anything or understand their perspective.
- Don't take over the conversation.
- Don't ask questions about the candidate's race, religion, gender, sexual orientation, or any other area of potential discrimination.
- Try not to allow your personal biases affect your opinion of the candidate.
- Take good notes so you can remember their answers.
- Be clear, honest, and detailed about the job you're hiring for.

Action Step #11

Your next step this week is to **check your candidates' references.**

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Once you're finished interviewing your candidates, be sure to check the references of anyone you are thinking of possibly hiring. This can be a step that seems so tempting to skip, because especially if you really like someone who seems like the perfect person, you are naturally inclined to trust them and feel you don't need to check their references.

However, we highly recommend doing it anyway as it adds that extra layer of security and confidence that this person really is who they say they are, and really has the skills they claim to have. It's much better to take a few minutes to check their references than it is to risk taking all the time to train this new hire, only to find out that they're not who you thought they were.

Action Step #12

Your final step for this month's action plan is to **select your top choice and make them an offer.**

Now, it can feel a little intimidating to think about the prospect of offering someone a job, but here are a few things to keep in mind:

1. You have built a really strong foundation for this hiring process by starting with a carefully crafted job description, which means your candidate is most likely to be a great fit for your company.
2. You made sure you got plenty of candidates for the position, so you could pick the best out of a large pool.
3. You've vetted this person by carefully interviewing them and checking their references.

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Remember, hiring someone is not a permanent decision. You don't have to keep this person on your team forever if things don't work out or circumstances change. But by taking the initiative of making your first hire, whether or not they become a long-term part of your team, you'll be breaking through a major barrier to your future growth! Any fears or concerns you had about the hiring process will now be put to rest when you see you're completely capable of finding and hiring someone who can help you out.

Be brave. Take chances, get messy, and make mistakes. It's all part of the learning process. Don't be afraid to make the best decision you can right now about who seems to be the best fit for your company. Make that person a job offer, move forward, and learn from the process.

Congratulations on making it all the way to the end of this month's action plan! Over these past 30 days, you've carefully determined who you need to hire in your business, crafted a fantastic job description to attract the right person, accepted applications, interviewed candidates, and are now at the point where you are about to grow your team by one amazing new member.

We are so proud of how far you've come, and as you continue to grow your company, here's to your success!

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ACTION STEPS

Step 10

Interview your top candidates.

Step 11

Check references.

Step 12

Select your top choice and make them an offer.