

# HIRE WITH CONFIDENCE CHECKLIST



Are you ready to hire your next Superstar?  
Follow these 4 steps so you can hire with confidence!

## STEP 1: CREATE A POSITION PROFILE

A Position Profile is an enhanced job description. It:

- **Attracts the right candidates and repels the wrong ones.** *Tells a story the right candidates can visualize and get excited about*
- **Communicates your culture and core values.** *Reflects your guiding principles and who you are as a company*
- **Creates buy-in from your team.** *Gets your whole team excited about process and collaboration*
- **Brings in a large candidate pool.** *Inspires the right people to apply*

**TIP: Be sure to list your Core Values as part of the Position Profile!**

## STEP 2: EVALUATE THE CANDIDATES

Identify applicants who:

- **Meet the job requirements.** *Have the education, experience and skills necessary to be a success*
- **Align with your culture and core values.** *Possess a belief and value system that matches your own*
- **Have ambition.** *Demonstrate a desire to improve themselves and the companies they work for*
- **Have a salary expectation that aligns with your budget.** *Their efforts and contributions result in a good return on investment*

**TIP: Use an applicant tracking system to save you time on this step!**

## STEP 3: USE OBJECTIVE VETTING TOOLS

Evaluate candidates through multiple touch points, including a:

- **Resume Scoring Guide.** *Compare resumes side-by-side and award points based on the requirements that are listed in the Position Profile*
- **Behavioral Interview.** *Ask interview questions that focus on experiences and be sure to listen for specific examples*
- **Behavioral Assessments.** *Find an assessment with easy to understand results that evaluates behaviors and mental aptitudes*

**TIP: Use an online behavioral assessment that includes on-target interview questions based on the candidates' results.**

## STEP 4: PREPARE FOR INTERVIEW DAY

Rally your interview team and ensure they:

- **Review the Position Profile.** *So they understand the responsibilities of the job*
- **Use a candidate rating form.** *To document strengths and weaknesses*
- **Ask for specific examples.** *To bring the candidate's experience to life*
- **Determine next actions.** *Conduct background and reference checks*

**TIP: Have an employee serve as "host" to be sure interviews run on schedule.**

Do you need help with the hiring process? When you partner with VisionSpark, you can hire with confidence!

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