# Confidently Hire Your Team

Bad hiring decisions occur as a result of hiring on likability and they significantly impact your company. Use the steps below to collect information and make better hiring decisions.

**1**

## Create a Profile

Determine the top 3 - 6 qualities needed to be successful in the position. Use this tool to evaluate the candidate throughout the interview process to answer the question, "are they a match?"

**2**

## Filter Candidates Through Pass/Fail Tests

Use Pass/Fail tests throughout the process to help ensure the most qualified candidates are moving through the process.

## Following An Instruction When Applying

Separate candidates who are truly interested in the position by asking for them to respond to a question when applying.

## Phone Screen

Conduct a 10-minute phone interview to ensure candidates meet the basic requirements of the job prior to an in-person interview. Recommendations are location, schedule, and salary.

## In-Person Assessments

1. Ask open-ended behavioral questions to get insight on candidate's tendency of approaching the situation.

2. Assess candidate doing a 5-minute demonstration of an important part of the job.