HIRING WITH

PRECISION

The 4-Step
D.A.S.H Method

A **GOOD HIRE** can change your business and someone's life. A bad hire can harm both.

Did you know that a top-performing employee can deliver 400% more productivity than the average performer? Before you start the hiring process, master these four steps – D.A.S.H (Define, Attract, Select, Hire) – not only to expedite the process but, even more importantly, to increase your chances of hiring the right candidate rather than the wrong one.

1. Define
Clarify the specific role you need to fill and its impact on your organization
· Build a business case
· Describe the job
· Describe the person

2. Attract
Craft compelling job listings to draw in top talent
· Write the job description—doing this right is unlike anything you've probably done before
· Post the job

3. Select
Identify and evaluate potential candidates with precision
· Identify the right talent
· Screen resumes
· Administer assessments
· Phone screen/interview
· Prioritize candidates

4. Hire
Seal the deal with your top candidate and set them up for success
· Make the offer & hire
· Onboard

Dive into each step with us and revolutionize how you hire. Let's begin your journey to better hiring practices!

DEFINE: Laying the Groundwork for Your Ideal Candidate

Why is Defining the Job Crucial to Your Hiring Success? Before diving into the hiring pool, it's essential to clearly outline the role you're looking to fill. This ensures you not only find the right talent but also support your organization's long-term goals.

Build a Business Case

Evaluating the Need

Do You Need a New Hire? Assess whether the responsibilities of the new role can be distributed among current employees or if a new hire is necessary. Scientifically validated tools will help you in this crucial evaluation step.

Cost Implications: Factor in all expenses, including salary, benefits, and training. Utilize resources like salary.com or glassdoor.com to estimate and budget for these costs.

Stakeholder Consensus

Aligning with Leadership: It's crucial to ensure that other stakeholders and leaders in your organization agree on the need for a new hire and how this role fits into the bigger picture.

Budget Approval: Secure a clear budget for the role, taking into account the comprehensive costs identified.

Job Analysis

Delving Deeper into the Role, to Get the Hire Right

Understanding the Role

Essence of Job Analysis: A thorough understanding of the job is vital to making the right hire; you'll need to identify accurately the tasks and competencies required for the position, to pick the person who will thrive in the role.

Depth of Analysis: While detailed analysis is beneficial, the extent of detail can be adjusted based on the complexity and uniqueness of the role.

Legal Defensibility: A well-conducted & documented job analysis can provide your organization with legal protection, ensuring that required competencies are justifiable and non-discriminatory.

Describing the Person

Identifying Behavioral Traits

Beyond Technical Skills: Determine the behavioral characteristics essential for success in the role. Should the candidate excel in multitasking, remain poised under pressure, or be an innovative thinker? Should they be less social, focused, and steady? Or a highly verbal, social, spontaneous communicator who acts quickly to take charge? People are wired differently, and knowing how they like to behave naturally will bring you the best fit for the role while giving them a job they love and can't wait to do every day. This is where you get discretionary effort and see your business thrive.

Behavioral Characteristics: Tools like The Predictive Index Job Assessment can aid in pinpointing these traits, ensuring a fit not just in skillset but also in natural behavior, boosting employee happiness and strong company culture.

In Summary: Defining the job accurately is the cornerstone of your hiring process. It guides you in understanding the role's impact on your organization and ensures alignment with internal stakeholders, paving the way for a successful hiring journey.

ATTRACT: Crafting Your Call to the Ideal Candidate

Why is Attraction in Hiring Crucial? Precisely defining the job is just the start. The next pivotal step is attracting top talent. This is where art meets science in crafting engaging job descriptions and enticing job posts that resonate with the best-fit candidates. Think of it like fishing. One type of fish is attracted to one lure, and a different type of fish is attracted to something entirely different. When you attract the right candidates rather than the wrong ones, you waste far less time sifting through resumes of people who would never love the role or thrive in it. When you attract candidates who are drawn to the specific role, now you have a pool of options who are far more likely to love the actual job, perform at their peak, give you discretionary effort, remain fiercely loyal, and boost your company's productivity and profits.

Writing the Job Description

Crafting the Blueprint

Job Title: Clear, industry-standard, and reflective of the role's essence.

Purpose of the Job: Articulate the core objectives and the 'why' behind the role.

Duties and Tasks: Provide detailed yet concise descriptions of responsibilities.

A Job Description Example: *Below is a snippet from the job description for the Marketing Manager role at Straightline Consulting Group:*

Strategic Visionary: Develop a comprehensive marketing strategy, integrating both digital and traditional channels, aligning with our overarching business objectives.

Collaborative Efforts: Work closely with sales and operational teams to align marketing efforts with overall business objectives, ensuring a cohesive and united front.

Jazzing up That Job Post

From Description to Advertisement

Stand Out: Craft your job post to be both eye-catching and easily comprehensible.

Unique Selling Points: Highlight what sets your organization apart.

Speak to Your Audience: Use language that resonates with your ideal candidate profile, just as the right lure attracts the right fish.

Creating a Compelling Job Post: Below is an example of an engaging job post for the Marketing Manager role at Straightline Consulting Group:

Role Overview: Are you ready to take the helm as **Marketing Manager** at Straightline Consulting Group? We are looking for an Intense, Restless, and Driving individual to develop and execute strategic marketing initiatives in line with our ambitious business goals. This role offers a unique blend of strategic foresight and hands-on execution. It's tailor-made for someone who thrives in a dynamic, fast-paced environment and is eager to lead a compact, dedicated team of two marketing professionals.

Key Contributions: Bring your strategic insight, collaborative spirit, and leadership skills to a role where you can truly make an impact.

Compensation & Benefits: Offering $76,000 per year with comprehensive health insurance, fitness benefits, and more.

The full Job Post can be found **HERE**

Where to Post

Choosing the Right Platform

Broad Reach: Utilize platforms like Indeed, ZipRecruiter, Career Builder, and LinkedIn. Niche Markets: Explore specialized sites for targeted reach.

Social Networking: Use your team's networks for wider exposure.

Social Media Strategy Tips: Maximize your recruitment efforts with these social media strategies:

Engaging Content: Share posts that reflect your company culture and the exciting opportunities.

Employee Spotlights: Showcase testimonials from team members about their growth and experiences.

Interactive Engagement: Host Q&A sessions on social platforms to connect with potential candidates.

Consistent Branding: Ensure all social media content aligns with your brand identity.

In Summary: Effective use of social media can significantly broaden your candidate pool and provide insights into your vibrant company culture, attracting individuals who align with your values and vision.

The Importance of Objectivity in Selection: Selecting the right candidate requires a balance between objective assessment and intuitive judgment. Maintaining objectivity helps in making decisions that are not only fair but also beneficial for the organization.

Identify the Right Talent

Developing an Employee Selection Strategy: Before advertising the job, formulate a strategy to efficiently and effectively identify the most suitable candidates.

Components of an Employee Selection Strategy

Employee Screening: Sift through applicants to eliminate unsuitable candidates and pinpoint potential fits.

Select In Phase: Delve deeper into comparing candidates with similar qualifications and potential.

Administer Assessments

Using Assessments for Informed Selection

Employ psychometric assessments (behavioral, cognitive, cultural fit) to understand candidate characteristics and alignment with the role.

Implement skills tests to evaluate specific competencies.

Ensure these tools are standardized, objective, valid, and focused.

Employee screening is largely about increasing your odds of making a good decision. The ideal approach needs to be both accurate and legally defensible which means it should be:

Standardized – all candidates go through the same process.

Objective – there are clear criteria by which people either stay in the pool or get eliminated.

Valid – the tools being used are good predictors of job performance.

Focused – the requirements for the job are determined during job analysis.

Screen Resumes

Initial Screening Process

Utilize Applicant Tracking Systems (ATS) where possible, or establish clear criteria based on job analysis.

Develop a checklist for qualifications like relevant experience, educational level, and specific skills.

Consider using minimum qualification questionnaires and preliminary screening calls to further filter candidates.

Prioritize Candidates

Deepening the Selection Process

As the candidate pool narrows, use structured interviews to probe deeper into each candidate's abilities and fit.

Ensure interviews are standardized across all candidates for fairness and effectiveness.

Conduct Structured Interviews

Refined Interview Techniques

Build interviews around key competencies identified during job analysis.

Use behavioral assessments to gain insights into candidates' drives, characteristics, and potential workplace behavior.

Personalize interviews based on assessment results to probe potential concerns or strengths.

Reference Checks

Validating Candidate History

Conduct reference checks to gain insights into past performance and behavior.

Approach references with a structured and objective strategy, focusing on candidate fit and potential.

Background Checks

Ensuring Reliable and Safe Hiring

Perform necessary background checks including criminal history, employment verification, drug testing, and credit checks (where legal and relevant).

Consult with reputable background screening vendors for best practices and compliance with laws and regulations.

Maintaining Fairness and Objectivity

Upholding Integrity in Hiring

Keep the process fair and unbiased; for example, being clear and consistent in how you discuss compensation.

Ensure even unsuccessful candidates have a positive perception of the process, fostering goodwill and potential future opportunities.

HIRE: Sealing the Deal and Welcoming Your New Team Member with a Tailored Onboarding Experience

Making the Offer and Onboarding: After meticulously selecting your top candidate, it's crucial not only to make an appealing, well-articulated offer but also to ensure their onboarding process sets them up for success.

Offer Stage

Preparation: Confirm that all details, including salary and benefits, have been mutually agreed upon.

Verbal and Written Offer: Extend a personalized offer, demonstrating that you are enthusiastic about and value the candidate.

Personalized Onboarding: A Key to Retention

Onboarding is a critical phase where new hires acclimate to their roles and the company culture. According to the Aberdeen Group, 86 percent of new hires decide whether to stay or leave within their first six months, underlining the importance of an effective onboarding process.

Tailored Onboarding Approach

Behavioral Assessment Utilization: Employ tools like our Behavioral Assessment to understand the new hire's personality traits.

Customized Integration: Adapt the onboarding process to align with the individual's innate behaviors. Here are some key examples of different approaches that will matter to your new hire:

For Introverts: Create a welcoming yet low-key onboarding experience with smaller group interactions and quiet spaces for reflection.

For Extroverts: Facilitate a more dynamic onboarding experience with larger group activities and opportunities for socialization.

For High-Detail People: Present them with all the facts in detail. This will help them feel most comfortable and welcome.

For Low-Detail, Big-Picture People: Give them the broad brushstrokes and only the most important details they need to know right away and point them to resources where they can get all the finer details when needed. This will make them feel most comfortable and welcome—and keep them from feeling overwhelmed or even regretful about taking this new job.

Onboarding Essentials

Documentation and Formalities: Ensure all necessary paperwork and logistical setups are completed.

Introduction and Training: Provide comprehensive introductions to teams, comprehensive training sessions, and clear explanations of the company's history and mission.

Managerial Support: Managers should actively engage with new hires, using insights from behavioral assessments to tailor their support and communication styles. This is vital. Managers must not simply manage the way they like to be managed; they must customize their approach to each employee, to make that employee feel comfortable, welcome, and valued. This one factor is crucial for increasing employee engagement, productivity, and success. Managers who fail to do this will have talented employees who are less productive, less happy, and more likely to disengage or even quit and leave the organization.

Successful Onboarding Outcomes

Building Connections: Help new employees establish meaningful connections within the organization.

Managerial Guidance: Encourage managers to understand and address the unique needs and working styles of new hires, fostering a supportive and productive environment from the outset.

By focusing on these personalized onboarding strategies, the HIRE phase becomes not just a formal process but a pivotal experience that significantly influences a new hire's integration and long-term commitment to the company.

AFTER 90 DAYS: Shifting from Onboarding to Talent Management with the DASH Framework

Cementing Your Investment with Straightline Consulting Group: Following the D.A.S.H. process, you've now reached a critical juncture – 90 days post-hire. This milestone marks the transition from initial onboarding to continuous talent management, a phase where Straightline Consulting Group's expertise in "People in the Workplace" becomes invaluable.

Straightline Consulting Group: Enhancing Your Talent Strategy

Simplifying Talent Optimization: We make the complex process of managing workplace talent both accessible and actionable. With our expert training, guidance, and support, you will soon find the process simple and efficient—a replicable, successful process within your organization that is an absolute game changer for your success.

Aligning People with Business Goals: Our methods transform "survive" into "thrive" by aligning your people strategy with your business objectives.

Focusing on Practical Solutions: We prioritize behaviors, attitudes, and thinking styles that are crucial for each role in your organization, moving beyond theoretical solutions to the unlocking of human potential in practical, result-oriented ways.

Our Approach in Action

Experience and Expertise: Our team brings a powerful combination of advisory, consulting, coaching, and facilitation skills to enhance your talent management practices.

Redefining Processes: From hiring to fostering a culture that elevates every individual, our involvement is hands-on, transforming your people strategy into a cornerstone of success.

The D.A.S.H. Hiring Process
Your Path to Exceptional Talent Management

A Proven Framework: Straightline Consulting Group empowers you with the DASH framework, guiding you with the insights of our proven assessments every step of the way, ensuring that your hiring process is not only easier but also more effective.

Beyond the Hire: We understand that successful hiring is just the beginning. Our focus extends to how these talents are managed, developed, and retained to drive exceptional growth and results for your organization.

Connect with Straightline Consulting Group: Ready to transform your hiring and talent management strategies? Contact us to leverage our expertise and drive your organization towards unprecedented success.

Phone: (720) 705-6155

Email: solutions@straightline.consulting

Serving Clients Nationwide: Offices in CO, FL, PA, TX, and CA

With Straightline Consulting Group, navigate the complexities of talent management confidently, ensuring your organization not only meets but thrives in today's challenging business environment.

Kudos on taking the first decisive step with **'Hiring With Precision, The 4-Step D.A.S.H Method'** Your proactive approach sets the stage for excellence, but remember, this is just one facet of a much larger, intricate people strategy. We're here to take you further.

Looking to elevate your hiring process?

1. Explore our full range of hiring and team-building solutions at **www.straightline.consulting**

2. Connect with us directly at 720-705-6155 or via email at **solutions@straightline.consulting** for a conversation tailored to your organization's unique needs.

3. Partner with us to develop a comprehensive hiring strategy, seamlessly integrating with your overarching business objectives.

With offices in Colorado, Florida, Pennsylvania, Texas, and California, and serving clients nationwide, we are well-positioned to help you turn your hiring strategy into a powerhouse of success.

Let's work together to not just fill positions, but to build the very core of your thriving organization.

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