

The Hire is in The Details

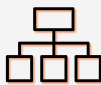
Small Steps in Hiring That Make a Big Difference



CREATE

Determine a Workflow **#1**

Try Lucidchart!



Source Actively **#2**

5 candidates you choose
> 100 you don't

Identify Most Important Skills **#3**

"You cannot possibly need ALL of these skills"

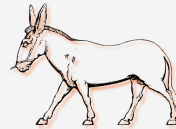
Design Templates **#4**

- Outreach Message
- Candidate Screen Checklist
- Screen Follow-Up Email

COMMUNICATE

Assume Nothing **#5**

If you need to know, ask.



Be the Headlights **#6**



Seize Every Opportunity for Fact-Finding **#7**

"While I have you...."

Speak Directly and Honestly **#8**

Clarity is Kindness

CONNECT

Listen! **#9**

This is a person, not a checklist.



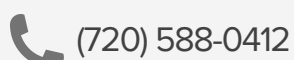
Allow for Various Communication Styles **#10**



Pivot When Necessary **#11**

Be willing to say,
"I was wrong"

Have a Long-Term View **#12**



(720) 588-0412



contact@elkalyne.com