

# The Hiring Process Coach™



Activity	Details	Activity	Details	Activity	Details	Activity	Details
<u>Leader Assessment</u>	<ul style="list-style-type: none"> <li>Behavior &amp; culture</li> <li>Leadership debrief</li> </ul>	<u>Source &amp; Review</u>	<ul style="list-style-type: none"> <li>Job posting language</li> <li>Post online</li> <li>COI email</li> <li>Review resumes</li> </ul>	<u>Assess Soft Skills</u>	<ul style="list-style-type: none"> <li>Behaviors</li> <li>Culture fit</li> <li>Personal skills</li> <li>Critical thinking</li> </ul>	<u>Onboarding - Hiring Manager Debrief</u>	<ul style="list-style-type: none"> <li>Leadership assessment</li> <li>Results debrief</li> <li>Leadership coaching</li> </ul>
<u>Job Activities &amp; Define Scorecard</u>	<ul style="list-style-type: none"> <li>Reporting structure</li> <li>Accountabilities</li> <li>Priorities</li> <li>Time allocations</li> <li>Success factors</li> </ul>	<u>Phone Screen</u>	<ul style="list-style-type: none"> <li>Confirm resume &amp; job requirements</li> <li>Discuss salary</li> <li>Ask job-specific questions</li> </ul>	<u>Compare</u>	<ul style="list-style-type: none"> <li>Candidate match to Avatar</li> <li>Identify areas to probe</li> <li>Determine candidate direction</li> </ul>	<u>Onboarding - New Hire Debrief</u>	<ul style="list-style-type: none"> <li>Profile debrief</li> <li>Compare to Avatar</li> <li>Individual coaching</li> </ul>
<u>Create Avatar</u>	<ul style="list-style-type: none"> <li>Behaviors</li> <li>Culture fit</li> <li>Personal skills</li> </ul>	<u>Core Values Email Screen</u>	<ul style="list-style-type: none"> <li>CVE email template</li> <li>Evaluate response and fit</li> </ul>	<u>Performance Checks</u>	<ul style="list-style-type: none"> <li>Focused, behavior-based questions</li> <li>Probe job fit gaps</li> <li>Understand leadership needs</li> </ul>	<u>Onboarding - Joint Debrief New Hire and Leader</u>	<ul style="list-style-type: none"> <li>Review profiles comparison report</li> <li><u>Review scorecard</u></li> </ul>
<u>Clarify Requirements</u>	<ul style="list-style-type: none"> <li>Experience</li> <li>Skills</li> <li>Education</li> <li>Salary</li> </ul>	<u>First Interview</u>	<ul style="list-style-type: none"> <li>Ask behavior-based questions</li> <li>Probe work history</li> <li>Determine job fit</li> </ul>	<u>Additional Interviews</u>	<ul style="list-style-type: none"> <li>Focused, behavior-based questions</li> <li>Probe job fit gaps</li> <li>Follow up on performance check insights</li> </ul>	<u>Advisor first quarter coaching</u>	<ul style="list-style-type: none"> <li>Review performance acceleration tracker with new hire and leader</li> </ul>

*I finally realized, after working with The Metiss Group and following the selection process, that hiring really doesn't have to be a crap shoot.*

– Ivan Brillhart, General Manager, Delaco Kastle Processing

**The Power is in the Process - The Magic is in the Tools**  
**A guaranteed approach to making the right hire**

