

# FINDING YOUR PERSON

## A Hiring & Onboarding Guide

*10 Tips on How to  
Effectively Find & Keep  
Top Talent*

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YOUR  
**HAPPY**  
WORKPLACE



# FINDING YOUR PERSON

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### 10 Tips on How to Effectively Find & Keep Top Talent

*Research shows that businesses with a strong onboarding process improve new hire retention by 82% and productivity by over 70%.*

**Hey, small business owner!** I know you're busy making your company even more awesome. The hiring and onboarding process can be time consuming and overwhelming. Having systems in place ahead of time can make the process a little less stressful when you find yourself in the market to hire someone new. **Here are 10 tips to get you started!**



#### HIRING

1. If you haven't already, **create a job description** for the vacant position that outlines responsibilities. Have someone who has had this position in the past help with this if possible, or key members of the team. Make it descriptive but brief. Having this info top of mind will make it easier to spot who would be good for the position.



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2. When creating a job listing, don't just include what YOU are looking for, but why working at your company will benefit job seekers. **Note unique benefits**, describe how awesome your culture is, and explain what's it like to work with the team. Be honest. No one likes a bait & switch!

3. Along with required job skills, also **include ideal characteristics in the job listing**. Examples: fun, flexible, sense of humor, active in the community, risk taker, creative, etc.- someone that will be a great addition to your culture. "Hire character. Train skill."

4. **Include the team in the interview process**. Ask them for input on qualifications that are important, suggestions on the job listing, and questions to ask during the interview.

5. **Give the team the opportunity to meet the top candidates** especially those that will be working directly with the new hire. Set up a phone call or virtual chat with potential and existing team members. Listen to ideas on who would be the best fit.

**REMINDER:** *Don't forget to contact references!*



### ONBOARDING

6. **Brainstorm with the team** specific activities that should be included in the onboarding process and come up with a list of ideas that will fit in with your industry and culture. Get creative!



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7. **Assign your new hire a mentor** or someone they can go to with questions and issues while they adjust to the new job.

8. **Onboarding should start before day one.** Send an email with an agenda for their first day and helpful tips before they start. Call the afternoon before to make sure they have everything they need and all of their questions are answered.

9. **Put together a list of resources** your new team member might need, like names and contact info for key people, websites they can refer to, and where to find certain things in the office or programs they will need for remote work.

10. Making a new hire feel welcome is paramount to their success with your company. **Do something special** with the entire team on their first day, like a welcome breakfast, a virtual pizza party, or a care package with useful supplies. (Gold star for a creative welcome video featuring the entire team!)



### BONUS TIP!

Onboarding should take longer than a few days, a week, or even a month. Schedule a time line for onboarding activities like individual check-ins, training, and revisiting job responsibilities to fit with the new hire's skills and interests. Putting in time and effort with new team members will increase the chances of talent staying long term.





# Ready to take your work culture to the next level?

Now that you have a starting point for creating an amazing hiring and onboarding process for your business, it's time to start looking at the overall framework of your work culture.

## Need help?

**Contact me** to claim your **FREE CONSULT** and we'll talk about your frustrations & how you can improve in areas like:

**Communication**  
**Engagement/Productivity**  
**Motivational Style**  
**Hiring & Onboarding**  
**Growth and Development**

**Connection to the Mission**  
**Team Morale**  
**Workplace Design**  
**Health Habits**  
**Customer Experience**

I only work with businesses who are 200% committed to making their work culture better. If that sounds like you, get in touch and let's work together to start creating

**Your Happy Workplace.**

## LET'S DO THIS!

Interested in a more DIY approach?  
Ask me about my mini course:  
**7 Days to Your Happy Workplace!**

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