

# Best hiring practices



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# *No one wants to work anymore! (?)*

- ▶ Is it them?  
...or is it your hiring methods?
- ▶ Not easy, but there are techniques to weed through the “poor fits”
- ▶ PDS’ track-record through the years





# Who are you?

- ▶ Do you have a mission statement? Values?
- ▶ If you can't explain yourself, they won't understand the job
- ▶ Be upfront and honest--almost to a fault
- ▶ Interview at a jobsite!
- ▶ No surprises





# Use modern tools

- ▶ ZipRecruiter or equivalent
  - ▶ “Deal-breaker questions”
  - ▶ Auto-posting to other jobsites
  - ▶ Serious candidates, not craigslist flunky’s
  - ▶ Utilize dashboard, autoreplies, scheduling, organization
- ▶ Spend time on the posting
  - ▶ Post salary range: start low, then promote!
  - ▶ Include the good and the bad

# Interview Process



- ▶ Choose wisely
  - ▶ Skip straight to in-person interviews
  - ▶ Keep interview to hire process under two weeks
  - ▶ Too many candidates and you will have conflicts
  - ▶ Job interview is like a “first date”
  - ▶ TRUST YOUR GUT
  - ▶ Ask your current staff



# Paperwork

- ▶ Do you have an employee manual?
- ▶ What's your PTO/NPTO situation? Benefits?
- ▶ Sign an NDA and Non-Compete
- ▶ “CYA”: Keep monthly records



# Post hire

- ▶ Check in with them!
- ▶ Annual reviews with anticipation of raise *OR probation*
- ▶ COMMUNICATION!!!
- ▶ Turn the questions around on you as a manager
  - ▶ *What is one thing you'd like me to keep doing?*
  - ▶ *What would you like me to stop?*
  - ▶ *Is there anything the team is hesitating to share with me?*





# *Thank you!*



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