



Hiring Help

Vetrina Group

A GUIDE TO HIRING TEMPORARY HELP



Hiring the right help is no easy task! To make the experience a little easier for everyone, take a structured approach. This allows candidates to be effectively and fairly assessed.

Identify the Mission

1

- What are your goals?
- What is the jobs core purpose?
- What do you want hired help to achieve?

Create an Assessment Form

2

- What is the mission?
- What are the expected outcomes?
- What competencies does the candidate have to posses?

Find the Right Help

3

- What is the message you want to portray in the job posting?
- What to ask during the interview?



Hiring Help

Vetrina Group

BUILDING THE MISSION FOR HELP

Identify your goals for OOK and the order of their priority. Prioritize to your top three.

Use these goals to develop a **short statement** describing why you are hiring help. This should be specific to your brand and no more than 1-2 sentences.

Example:

"The mission for temporary help at OOK is to assist customers answer their questions and complete sales with the highest level of courtesy and energy possible."

GOALS



1. _____

2. _____

3. _____

MISSION



Hiring Help

Vetrina Group



MAKING THE ASSESSMENT

MISSION

Put your mission here!

OUTCOMES

Pick 3-7 measurable outcomes that the person must accomplish to achieve the best performance

1. Sell \$ per working day.
2. Record # of customer contact information per working day.
- 3.
- 4.
- 5.
- 6.
- 7.

COMPETENCIES

Identify the soft skills someone must demonstrate to achieve the outcomes

1. Honest
2. Ability to communicate empathy
3. Values time commitments
- 4.
- 5.
- 6.
- 7.



Finding the Help

Vetrina Group



POSTING THE JOB

Great news, by completing the assessment form, you have a blueprint for your job positing!

JOB TITLE, BRAND

Provide a brief **description of the brand**

Include the **mission**

Detail the type of person you are looking for

- **Layout your top 3 desired competencies, and how they relate to your brand**
- **Provide what experience would be necessary to reach each of the listed outcomes above. This should be no more than 7.**

Define the time commitment is required and how to apply

THE TIMELINE

- **Make contact and arrange an interview**
- **Use probing questions**
What did you do?
How did you do it?
Tell me more...
- **Highlight your desired outcomes during the conversation**
- **Post Interview, review how the candidate compares to your Assesment Form**
- **Make the offer verbally, then in writing**
- **Prepare training material and a map to success**