

# HTCY HIRING PLAN - TEMPLATE

<b>Role</b>	_____
<b>Target Start Date</b>	_____
<b>Post Role</b>	<p>Set Up Position Description : _____</p> <p><i>Include link to submit information via google form for role:</i></p> <p><b>Link to google form, typeform, other form, or survey monkey (if posting on craigslist) form ::</b></p> <p><b>Embed code ::</b></p> <p>Recommend having applicants fill out a form so all information is in one place and you can compare and contrast resources very quickly.</p>
<b>Form Questions</b>	<ul style="list-style-type: none"> <li>• Glad you're here. What's your first name?</li> <li>• What is your last name?</li> <li>• What about the _____ role appeals to you?</li> <li>• Why are you uniquely qualified for this role?</li> <li>• Do you have a website or linkedin profile you can share with us? If so paste to one or both link below...             <ul style="list-style-type: none"> <li>○ If not... Drop your key skills or bullets from your resume, or a link to your resume, in the space below.</li> </ul> </li> <li>• This is a part time, contract position. Are you okay             <ul style="list-style-type: none"> <li>○ For sure!</li> <li>○ I'm not so sure.</li> <li>○ This is a _____ starting at _____ hours per week. Is that acceptable to you?</li> </ul> </li> <li>• What's your target compensation for this position?</li> <li>• What's your email address?</li> <li>• Can we text you to set up a time to speak? If so give us your digits too. :)</li> <li>• Skype handle too... Just in case.</li> <li>• Do you know your MBTI? If so enter it here:</li> <li>• If not, take this assessment &lt;insert link&gt; and then enter above&gt; Myers Briggs</li> </ul>

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<b>Announce Role</b>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Communicate in various groups that you have an open role</li> <li>• Email list to announce open role</li> <li>• Team members will will also email community about the open role + post in social media, etc in their networks</li> <li>• Also post on Craigslist, Indeed, other selected job sites</li> </ul> <p>Date: _____</p> <ul style="list-style-type: none"> <li>• Review candidates received to date to assess if there are a number of qualified candidates coming into the funnel</li> <li>• The hiring plan will be adjusted accordingly at that time if necessary</li> </ul> <p>Date: _____</p> <ul style="list-style-type: none"> <li>• Remind people last day to get in on the _____ role</li> </ul>
<b>1st Interviews</b>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Completed by _____</li> <li>• Interview up to 5 people (initially) and identify top candidates for second interview with team member</li> <li>• Candidates will be presented to _____ with summary notes, highlights, and additional areas to probe/concerns</li> <li>• Plan to ask same Qs to all candidates</li> <li>• Might not get to all questions in a 45 minute phone screen - recommend selecting 5 to work to get to in priority order</li> <li>• After asking each interview question probe to learn more about situation, what they would have done differently, what worked well</li> <li>• At the end of interview advise candidates you'll follow up regarding next steps, and explain what next steps might include. Go into less detail if candidate doesn't seem to be a fit.</li> <li>• Sample questions for interview rounds below. Select some for 1st round and some for 2nd round.</li> </ul> <p>List questions that will be asked in first interview for this role:</p>

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<b>2nd Interviews</b>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Candidates in line for next round of interviews will meet with an additional team member or two on the team.</li> <li>• Interview for fit in role as well as fit on team/company.</li> <li>• Follow the same process above.</li> </ul> <p>List questions that will be asked in second interview for this role:</p>
<b>Sample Interview Questions</b>	<ol style="list-style-type: none"> <li>1. Tell me about a time when you worked on multiple projects how did you prioritize?</li> <li>2. Tell me about a recent situation in which you had to deal with a very upset customer.</li> <li>3. How are you able to communicate well with people that do not want to hear your message?</li> <li>4. Give an example of when you had to do something completely new and what approach you employed.</li> <li>5. What qualities do you think an exec assistant should have?</li> <li>6. What are your long term career plans?</li> <li>7. Give an example of something they will do in the role. Ask them to react to it. How does that sound to them? Does it excite them? Ask them to give an example of a time they did something similar. Probe.</li> <li>8. Can you share an example or a time when you were really proud of something you accomplished that you didn't think was possible? You really felt like you achieved something... take us through that.</li> <li>9. If you were in a job that you loved, and someone asked you at a cocktail party what you do. How you would you describe the job that you loved? What would you say that you do that conveys what you love?</li> <li>10. Tell me about a time when you were on a team or in a group and you saw something that needed to be done, but no one else was yet taking care of it. How did you ensure the task got done and the team's goals were met?</li> </ol>
<b>Internal Team Meeting</b>	<ul style="list-style-type: none"> <li>• Meet internally as team to confirm top picks</li> </ul>
<b>Offer</b>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• _____ will coordinate with the candidate to finalize the offer and contract term acceptance</li> </ul>

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<b>Role Description</b>	
<b>Draft Outreach Email</b>	<p>Thanks so much for your interest in the _____ opening over at _____!</p> <p>It's rockin' over here and we need a superstar to help us manage our next phase of growth.</p> <p>I'd love to set up a time to chat it up with you about you and your interest in the _____ position.</p> <p>Do any of the following times work for you:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I'll call you at your preferred time. If none of those times work, let me know what might work better for you.</p> <p>Thanks again!! Can't wait to speak with you!</p> <p>_____</p>

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## Draft Next Step Email

Dear \_\_\_\_\_,

Thank you so much for taking the time to speak with me about the \_\_\_\_\_ position in our phone screen last week. I'd love for you to have another conversation with someone on our team to speak further about this position.

Can you grab some time on their calendar and we'll make it happen?

Here's the link to book time: \_\_\_\_\_

We are really excited about speaking with you further.

\_\_\_\_\_

## Draft Thank You Email

Dear \_\_\_\_\_,

Thank you so much for reaching out about the \_\_\_\_\_ position we have open at \_\_\_\_\_. I wanted to let you know that we've filled the position for now.

We are absolutely keeping you in mind for the future or to refer out to our clients.

Thanks,

\_\_\_\_\_

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## NOTES ON CANDIDATES

<b>CANDIDATE NAME</b> _____	INTERVIEW 1 NOTES // Date: _____ // Completed by: _____  INTERVIEW 2 NOTES // Date: _____ // Completed by: _____
<b>CANDIDATE NAME</b> _____	INTERVIEW 1 NOTES // Date: _____ // Completed by: _____  INTERVIEW 2 NOTES // Date: _____ // Completed by: _____
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